

# Site Utility Coordination Letter

Date: [Insert Date]

To: [Local Provider Name]

Address: [Local Provider Address]

City, State, Zip: [City, State, Zip]

Dear [Provider Contact Name],

We are writing to coordinate utilities for the upcoming project located at [Project Address]. As we prepare for the construction phase, it is essential to ensure that all utility lines are identified and handled appropriately to avoid any disruptions.

We request your assistance in identifying the existing utility infrastructure in the vicinity of the project site. Specifically, we would like to discuss the following:

- Locations of active services
- Any planned maintenance or upgrades
- Contact information for ongoing site coordination

Please let us know a convenient time for a meeting to discuss the above points further. We are looking forward to your timely response as it will greatly assist us in maintaining the project schedule.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]