

# Utility Service Relocation Request

Date: [Insert Date]

To,  
[Utility Company Name]  
[Utility Company Address]  
[City, State, ZIP Code]

Subject: Request for Relocation of Utility Services

Dear [Utility Company Representative's Name],

We, [Your Company Name], located at [Your Company's Address], are writing to formally request the relocation of utility services currently connected to our commercial facility.

Due to [brief explanation of reasons, e.g., renovations, expansion, etc.], we require the relocation of [specific utility services, e.g., electric, water, gas] from their current positions to [new positions or locations, if applicable].

We kindly ask for your assistance in this matter and request a site visit to discuss the necessary steps and timeframe for this relocation. Please let us know a convenient time for you to meet.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]