# Utility Service Relocation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

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


Dear [Utility Company Contact Name],

I am writing to formally request the relocation of utility services located at [Insert Address] due to upcoming construction work scheduled to begin on [Insert Start Date]. The construction will involve [briefly describe the nature of the construction project], which necessitates the relocation of existing utility lines to ensure safety and compliance with local regulations.

We kindly ask that you send a representative to assess the situation and discuss the possible options for the relocation of your services. Please let us know your availability for a site visit at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response to initiate the relocation process.


Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]

[Your Address]