

Utility Service Relocation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Contact Name],

I am writing to formally request the relocation of utility services at [specific location or project address] as part of our current expansion project, [Project Name]. The project is set to begin on [Project Start Date] and is expected to complete by [Project End Date].

Details of the relocation request are as follows:

- **Reason for Relocation:** [Explain reason, e.g., new construction, site development]
- **Utility Services Affected:** [List utilities that need relocation, e.g., water, electricity, gas]
- **Proposed New Location:** [Describe the new location for the utilities]
- **Timeline for Relocation:** [Provide timeline or deadlines for the relocation]

We appreciate your cooperation and support in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]