

Utility Service Relocation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request the relocation of [specific utility service, e.g., gas, electric, water, etc.] service at my residence located at [your address] due to ongoing home renovation work.

The renovation is scheduled to begin on [start date] and is expected to be completed by [end date]. To facilitate the renovation and ensure safety compliance, I kindly request that the utility service be relocated by [preferred date for relocation].

I understand that there may be necessary steps and procedures that need to be followed for this request. Please inform me of any required documentation or fees associated with this relocation process.

Thank you for your attention to this matter. I look forward to your prompt response to ensure a smooth transition during my home renovations.

Sincerely,

[Your Name]