

Utility Service Relocation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

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

Dear [Utility Service Provider's Representative Name],

I am writing to formally request the relocation of utility services located at [insert specific location address], due to an upcoming landscaping project that is scheduled to commence on [insert start date].

The project involves [briefly describe the landscaping project, e.g., installation of a new garden, pathways, etc.], which requires the existing utilities to be repositioned to ensure safety and compliance with landscaping regulations.

We kindly ask for your assistance in scheduling the necessary evaluation and relocation services at your earliest convenience. Please let us know about any required documentation or processes to facilitate this request.

Thank you for your attention to this matter. I can be reached at [your phone number] or [your email address] to discuss this further.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Contact Number]

[Your Email Address]