

Utility Service Relocation Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [Utility Company City, State, Zip]

Dear [Utility Company Contact Name],

We are writing to formally request the relocation of utility services for our new development project located at [Development Address]. As part of our construction plans, we will need to move the existing utility lines to accommodate the layout of the new facilities.

Details of the relocation are as follows:

- Project Name: [Project Name]
- Project Address: [Development Address]
- Type of Services to be Relocated: [e.g., Water, Gas, Electric]
- Proposed Timeline for Relocation: [Start Date] to [End Date]
- Contact Person: [Your Name]
- Contact Phone Number: [Your Phone Number]
- Contact Email: [Your Email Address]

We appreciate your cooperation in this matter and look forward to your prompt response so we can proceed with our development timeline.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]