

Utility Service Relocation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 utility services for a property I am in the process of purchasing located at [Property Address]. Due to [briefly explain reason for relocation, e.g., renovation plans, new construction, etc.], it is necessary to relocate the existing utility services to accommodate these changes.

Details of the utility services that need to be relocated are as follows:

- Utility Type: [e.g., Electricity, Water, Gas]
- Current Location: [Specify Current Location]
- Requested New Location: [Specify New Location]

I understand that there may be costs associated with this relocation, and I am willing to discuss these details further. Please let me know the process and any necessary paperwork that needs to be completed. Your prompt attention to this matter would be greatly appreciated as it will help in facilitating the property purchase process.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]