

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],

I am writing to formally request the relocation of utility services at my residential property located at [your property address]. Due to [briefly explain reason for relocation, e.g., renovation, construction, etc.], I require that the following utilities be relocated:

- [Type of Utility 1]
- [Type of Utility 2]
- [Type of Utility 3]

Please let me know the necessary steps to proceed with this request, including any required forms, fees, or timelines. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]