

# Utility Service Relocation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request the relocation of utility services located at [specific location or address] due to upcoming road improvement projects being undertaken by [City/County Department or Agency Name]. These improvements are scheduled to take place on [insert dates or time frame], and it is essential for the safety and efficiency of the project that utility services be relocated accordingly.

We appreciate your prompt attention to this matter and look forward to your cooperation in ensuring that the necessary adjustments are made in a timely manner. If there are forms or procedures that need to be followed, please inform me at your earliest convenience.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]