

Utility Interruption Acknowledgement 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 Contact's Name],

I am writing to formally request acknowledgment of the utilities interruption that occurred on [insert date of interruption] at my residence, located at [insert address].

The interruption affected [briefly describe the utilities interrupted, e.g., electricity, water, gas] and lasted for approximately [insert duration]. I would appreciate it if you could provide confirmation of the situation, detailing any reasons for the interruption and the measures being taken to prevent future occurrences.

Thank you for your prompt attention to this matter. Please feel free to contact me at [insert phone number] or [insert email address] should you require additional information.

Sincerely,

[Your Name]