

# Temporary Utility Service Halt Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## To Whom It May Concern,

I am writing to formally notify you of a temporary halt in utility services at my residence, located at [Your Address]. This halt is necessary due to [reason for the halt, e.g., repair work, vacation, etc.].

The temporary service halt will commence on [Start Date] and is expected to resume on [End Date]. I understand the importance of service continuity and appreciate your understanding during this period.

Please let me know if there are any forms or procedures I need to complete prior to this service halt. I can be reached at [Phone Number] or [Email Address] for any further information or assistance you may require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]