

Utility Temporary Shutoff Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Department],

I hope this message finds you well. I am writing to formally request a temporary shutoff of utility services at the property located at [Property Address] for construction purposes. The shutoff is necessary to facilitate [briefly explain the purpose, e.g., "upcoming renovations," "installation of new infrastructure"] which is scheduled to take place from [start date] to [end date].

We would appreciate your assistance in scheduling the shutoff for [specific date and time] and restoring services once the work is completed on [restoration date].

Thank you for your attention to this matter. Please let me know if you require any further information or documentation. I look forward to your prompt response.

Sincerely,

[Your Name]