

Utility Temporary Shutoff Request

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to formally request a temporary shutoff of my utility service due to my upcoming relocation.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Current Address]

Requested Shutoff Date: [Insert Date]

New Address: [Your New Address]

Please let me know if you require any additional information or documentation to process this request. I would appreciate it if you could confirm the shutoff and any subsequent steps I may need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]