

Utility Temporary Shutoff Request for Emergency Repairs

Date: _____

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to formally request a temporary shutoff of my utility service at the above address due to emergency repairs that need to be conducted.

The reason for this request is [briefly explain the reason for the shutoff, e.g., plumbing issues, electrical repairs, etc.]. We anticipate that the repairs will take approximately [duration of shutoff] and we will notify you immediately when we are ready to restore service.

We appreciate your assistance in this urgent matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Thank you for your attention to this request.

Sincerely,

[Your Name]