

Utility Temporary Shutoff Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip]

Dear [Utility Company Customer Service],

I am writing to request a temporary shutoff of my utility services at my residence located at [Your Address] due to extended travel. I will be away starting from [Start Date] and returning on [End Date].

Please let me know the necessary steps to proceed with this request and any specific information you need from me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]