

# Utility Temporary Shutoff Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [City, State, Zip]

Dear [Utility Company Customer Service],

I am writing to formally request a temporary shutoff of my utility service due to a family emergency. My account number is [Your Account Number], and the service address is [Your Service Address].

Due to [briefly explain the family emergency, e.g., medical issues, relocation, etc.], I am unable to maintain the service at this time. I kindly request that the shutoff be effective from [Desired Shutoff Date] and remain in effect until [Desired Restoration Date, if applicable].

Please let me know if there are any forms or processes I need to complete to facilitate this request. I appreciate your understanding during this difficult time and look forward to your prompt assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]