

Utility Temporary Shutoff Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Subject: Request for Temporary Utility Shutoff Due to Financial Hardship

Dear [Utility Company Customer Service/Specific Name],

I hope this message finds you well. I am writing to formally request a temporary shutoff of my utility service due to financial hardship I am currently experiencing. My account number is [Your Account Number].

Due to [brief explanation of your hardship, e.g., job loss, medical expenses, etc.], I am unable to maintain my current utility payments. I believe a temporary shutoff will help me manage my financial situation better in the coming months.

I kindly request that you process my request at your earliest convenience. If necessary, I am willing to provide any documentation to support my situation. I hope to resume my service as soon as I am financially stable.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]