

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to request a temporary shutoff of utility services at my residence located at [Your Address] for maintenance purposes. I would like to schedule the shutoff for [desired shutoff date] and expect to resume services on [desired service restoration date].

The temporary shutoff is necessary due to [brief explanation of maintenance work]. I appreciate your assistance in facilitating this request.

Please confirm the scheduled shutoff and restoration dates, and let me know if there are any forms or additional procedures I need to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Name]