

Utility Temporary Shutoff Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Provider's Name],

I am writing to formally request a temporary shutoff of utility services at my residence located at [Your Address]. The shutoff is necessary due to remodeling work that is scheduled to begin on [Start Date] and is expected to conclude by [End Date].

In order to ensure safety during the construction process, I would appreciate your assistance in temporarily disconnecting the following utility services:

- Water
- Electricity
- Gas

Please let me know the process I need to follow for this request and any related fees or requirements that need to be addressed in advance of the scheduled shutoff.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]