

Utility Temporary Shutoff Request

Date: **[Insert Date]**

To: **[Utility Company Name]**

Address: **[Utility Company Address]**

City, State, Zip: **[City, State, Zip Code]**

Dear **[Utility Company Name]**,

I am writing to request a temporary shutoff of utility services for my property located at **[Property Address]** during the upcoming seasonal closure. We will be closing the property from **[Start Date]** to **[End Date]**.

Please confirm the scheduled shutoff date and any necessary procedures I need to complete prior to the service being suspended. I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]