

# Utility Temporary Shutoff Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

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

Dear [Utility Company Name],

I am writing to formally request a temporary shutoff of utility services at [Service Address] due to a tenant change. The details are as follows:

**Current Tenant:** [Current Tenant Name]

**New Tenant:** [New Tenant Name]

**Date of Shutoff Request:** [Requested Shutoff Date]

**Expected Date of Restoration:** [Restoration Date]

Please let us know if you require any additional information or documents to process this request. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]