

DATE: [Date]

TO: [Utility Company Name]

ATTN: Billing/Emergency Department

ADDRESS: [Utility Company Street Address]

CITY/STATE/ZIP: [City, State, Zip Code]

RE: EMERGENCY GAS LEAK SHUT-OFF NOTICE

ACCOUNT NUMBER: [Your Account Number]

SERVICE ADDRESS: [Address where leak occurred]

To Whom It May Concern,

This letter serves as formal notification regarding an emergency gas leak discovered at the service address listed above on [Date of Incident].

Due to the immediate safety hazard, gas service was disconnected by [Name of Person/Entity who shut it off, e.g., Fire Department, Licensed Plumber, or Tenant] at [Time] on the date mentioned above. The leak was located at [Location of leak, e.g., the stove connection, main line, or water heater].

Please note the following regarding this account:

- Service is currently suspended for safety reasons.
- I request that any billing for gas consumption be paused or adjusted from the date of the leak until repairs are certified and service is restored.
- [Optional] Repairs are being handled by [Name of Contractor/Plumber] and are expected to be completed by [Estimated Date].

Please provide written confirmation that this emergency notice has been received and update my account status accordingly. I will contact your department to request a safety inspection and service restoration once repairs are finalized.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]