

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service Department
Kenya Power and Lighting Company (KPLC)
[Company Address]
[City, State, Zip Code]

Subject: Request for Temporary Service Suspension

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a temporary suspension of my electricity service at my residence, located at [Your Service Address].

Due to [brief explanation of reason, e.g., "ongoing renovations," "temporary relocation," etc.], I will not require power service from [start date] to [end date].

I kindly ask that you process this request and confirm the suspension dates at your earliest convenience.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]
[Your KPLC Account Number]