

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

Subject: Electricity Disconnection Agreement

Dear [Utility Company Contact/Customer Service],

I am writing to formally request a disconnection of electricity services at my residence located at [Your Address]. I understand that as part of this process, I must comply with any required protocols and settle any outstanding balances.

Please find the details of my account below:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Address]
- Reason for Disconnection: [Briefly state reason, e.g., moving, financial issues, etc.]

I kindly request that the disconnection be processed on or after [Preferred Disconnection Date]. I acknowledge that I am responsible for all charges until the disconnection is confirmed.

Please confirm the receipt of this letter and the initiation of the disconnection process. Should you need any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]