

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

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Request for Electricity Disconnection

Dear [Utility Company Name/Customer Service Department],
I am writing to formally request the disconnection of electricity service
at the following address:

[Service Address]
[Account Number]

Please consider this letter as my official notice for disconnection,
effective [Desired Disconnection Date]. I would appreciate it if you
could confirm the disconnection process and any final billing details
associated with my account.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]