

[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 Notification

Dear [Utility Company Name / Specific Contact Name],

I am writing to formally notify you regarding the potential disconnection of electricity services at my residence. My account number is [Account Number], and the service address is [Service Address].

Due to [reason for disconnection, e.g., non-payment, request for temporary disconnection, etc.], I understand that my electricity services may be disrupted. I kindly request confirmation of the disconnection date and any outstanding balances that need to be settled.

Please let me know if there are any specific procedures I should follow or if any additional information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]