

[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 Service Disconnection

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

[Your Service Address]
[City, State, Zip Code]

My account number is [Your Account Number].

Due to [briefly explain reason, e.g., moving, financial reasons, etc.], I would like the service to be disconnected on or before [desired disconnection date]. Please confirm the disconnection date and any final billing details.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]

[Signature (if sending a hard copy)]