

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

Dear [Utility Company Customer Service/Specific Contact Name],
Subject: Request for Discontinuation of Electrical Service
I hope this letter finds you well. I am writing to formally request the
discontinuation of my electrical service at the following address:

[Service Address]

My account number is: [Account Number].

I would like the service to be discontinued effective [desired
disconnection date]. Please confirm that the service will be terminated
on this date and let me know if any further information is required from
my side.

Thank you for your attention to this matter. I appreciate your prompt
assistance in processing my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]