

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Electricity Provider's Name]
[Customer Service Department]
[Company Address]
[City, State, Zip Code]

Subject: Notification of Electricity Disconnection

Dear [Customer Service Manager's Name or "To Whom It May Concern"],
I am writing to formally notify you of the disconnection of electricity
at my residence located at [Your Address] due to [reason for
disconnection, e.g., non-payment, relocation, etc.].

Please consider this letter as a formal request to disconnect the
electricity service effective [desired disconnection date]. I understand
that any outstanding balance will need to be settled prior to this
action.

I would appreciate your prompt attention to this matter and would like to
confirm the disconnection date once it has been scheduled. Should you
need any further information, please feel free to contact me at [Your
Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Account Number] (if applicable)