

[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 Discontinuation of Electricity Supply

Dear [Utility Company Name / Customer Service],

I am writing to formally request the discontinuation of electricity supply to my residence at [Your Address] effective [Desired Discontinuation Date].

Please find my account details below for your reference:

- Account Number: [Your Account Number]
- Service Address: [Your Address]

I kindly ask that you confirm the discontinuation date and any final billing details at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]