

[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 Power Supply Disconnection

Dear [Utility Company Customer Service/Specific Contact Person],
I am writing to formally request the disconnection of power supply at my premises located at [Your Address]. Due to [brief reason for disconnection, e.g., relocation, business closure], I kindly ask for this disconnection to be processed by [desired disconnection date]. Please confirm the procedure and any necessary steps I need to complete to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]
[Account Number, if applicable]