

[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 Disconnection

Dear [Utility Company Customer Service/Specific Contact Name],  
I am writing to formally request the disconnection of electricity service  
at my residence located at [Service Address].

Please consider this letter as a notice of my intention to terminate the  
service, effective [desired disconnection date]. I understand that there  
may be a final billing process and I would appreciate your guidance on  
any necessary steps to complete this process.

Thank you for your prompt attention to this matter. Please confirm the  
disconnection date and any additional requirements as soon as possible.

Sincerely,  
[Your Name]