

[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 Disconnection

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this message finds you well.

I am writing to formally request the disconnection of power supply at my residence located at [Your Address], effective [Desired Disconnection Date]. My account number is [Your Account Number].

Please confirm the scheduled disconnection date and any procedures I need to follow.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]