

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Electricity Provider's Name]
[Provider's Address]
[City, State, Zip Code]

Subject: Request for Electricity Disconnection

Dear [Customer Service/Specific Contact's Name],

I am writing to formally request the disconnection of electricity service at my residence located at [Your Address], with account number [Your Account Number].

I have decided to disconnect the service effective [Desired Disconnection Date]. Please let me know about any necessary procedures or documentation required to complete this request.

I appreciate your prompt attention to this matter. If 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]