

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

Customer Service Department
Kenya Power and Lighting Company (KPLC)
[Company Address]
[City, State, Zip Code]

Subject: Request for Electricity Disconnection

Dear Sir/Madam,

I am writing to formally request the disconnection of my electricity supply. Below are the details of my account:

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

Please consider this letter as a notification for disconnection effective immediately/ on [desired disconnection date].

I would appreciate your prompt action on this matter and would be grateful if you could send me a confirmation once the disconnection has been completed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]