

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

Kenya Power and Lighting Company (KPLC)

[Office Address]
[City, State, Zip Code]

Subject: Termination of Electricity Supply

Dear [Recipient's Name/Customer Service],

I am writing to formally request the termination of my electricity supply at the following address:

[Your Service Address]
[Account Number: XXXXXXXX]

As per the terms of service, I kindly request that this service be terminated effective [desired termination date]. Please ensure that any outstanding balances are settled prior to this termination.

Additionally, I would appreciate a confirmation of the cancellation and any final bills that may be due.

Thank you for your prompt attention to this matter.

Sincerely,

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