

[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 Meter Disconnection

Dear [Utility Company Customer Service/Specific Department],  
I am writing to formally request the disconnection of my electricity meter at the following address:

[Your Service Address]  
[City, State, Zip Code]

Please consider this letter as my official notice of disconnection, effective [desired disconnection date]. My account number is [your account number].

I would appreciate it if you could provide confirmation of the disconnection process and any final billing details.

Thank you for your attention to this matter.

Sincerely,

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