

[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 Contact Name],  
I am writing to formally request the disconnection of my electricity  
meter at the following address:

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

My account number is [Your Account Number]. I request that the  
disconnection take place on [Preferred Disconnection Date]. Please let me  
know if any additional information or documentation is required to  
process this request.

Thank you for your prompt attention to this matter.

Sincerely,

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