

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

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Authorization for Electricity Meter Removal

Dear [Utility Company Name],

I, [Your Full Name], am the account holder for the electricity service at [Service Address]. I am writing to formally authorize the removal of my electricity meter located at the above address.

Due to [brief reason for removal, e.g., renovations, relocation], I request that you schedule the removal of the meter at your earliest convenience. Please find my account details below for your reference:

Account Number: [Account Number]

Service Address: [Service Address]

I understand that the removal process may take some time and appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]