

[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 Removal

Dear [Utility Company Representative's Name],
I hope this message finds you well. I am writing to formally request the removal of the electricity meter located at my property:

[Property Address]
[City, State, ZIP Code]

Due to [brief reason for removal, e.g., renovation, property sale, etc.], I kindly ask that you schedule the removal of the meter at your earliest convenience. Please let me know if there are any specific procedures or forms that need to be completed to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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