

[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 Contact/Department],

I am writing to formally request the removal of the electricity meter currently installed at my property located at [Your Property Address]. Due to [briefly explain reason for removal - e.g., renovation, change of ownership, etc.], I require the meter to be removed at your earliest convenience.

Please let me know what steps I need to take to facilitate this process and any necessary forms or fees that may be involved.

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

Sincerely,

[Your Name]  
[Your Account Number, if applicable]  
[Signature (if sending a hard copy)]