

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Utility Company Address]
[City, State, ZIP Code]

Subject: Electricity Meter Removal Notification

Dear [Utility Company Name/Customer Service],

I am writing to formally notify you of the request for the removal of the electricity meter at my property located at [Property Address].

Due to [reason for removal, e.g., renovation, change of service, etc.], I would like to schedule a suitable date for the removal. I kindly ask you to confirm any required procedures or documentation needed to facilitate this process.

Please feel free to contact me at [Phone Number] or [Email Address] to discuss this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Account Number or Reference Number, if applicable]