

[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 [Customer Service/Specific Contact Name],

I am writing to formally request the removal of the electricity meter currently located at my property:

[Your Property Address]

Due to [brief reason for removal, e.g., renovation, change of ownership, etc.], I kindly ask that you initiate the process for meter removal at your earliest convenience.

Please let me know if there are any forms or additional information needed to complete this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Account Number (if applicable)]