

[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],

I hope this letter finds you well. I am writing to formally request the removal of the electricity meter located at my residence/business at [Your Address].

The reason for this request is [briefly explain the reason, e.g., property sale, renovation, moving, etc.]. I kindly ask that the removal be scheduled at your earliest convenience.

Please let me know if there are any specific procedures or requirements I need to fulfill for this process. I am happy to provide any additional information necessary to facilitate the removal.

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

Sincerely,

[Your Name]

[Your Account Number, if applicable]