

[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 Disconnection

Dear [Utility Company Customer Service/Specific Contact Name],
I am writing to formally request the disconnection of my electricity meter at the following address:

[Your Service Address]

Account Number: [Your Account Number]

Due to [reason for disconnection--e.g., relocation, sale of property], I kindly ask that you initiate the disconnection process effective [desired disconnection date].

Please confirm the disconnection date and any final billing arrangements. Should you need further information or documentation, do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]