

[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 Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to formally request the removal of the electricity meter from my property located at [Your Address].

Due to [brief reason for removal, e.g., renovation, change in usage, property sale, etc.], I believe it is necessary to have the meter removed at your earliest convenience.

Please let me know the required procedures and any necessary documentation I need to provide to facilitate this process. I appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,
[Your Name]
[Your Account Number, if applicable]