

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Electric Company Name]
[Customer Service Address]
[City, State, Zip Code]

Subject: Request for Electricity Meter Removal

Dear [Customer Service Manager's Name],

I am writing to formally request the removal of the electricity meter at my property located at [Your Address]. Due to [reason for removal, e.g., renovation, property sale, etc.], I require the meter to be disconnected and removed at your earliest convenience.

Please let me know the necessary steps to initiate this process and any associated fees that may apply. I would appreciate scheduling a removal date that is convenient for both parties.

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

Sincerely,

[Your Name]

[Your Account Number] (if applicable)