

[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 Residential Electricity Meter Removal

Dear [Utility Company Representative's Name],
I hope this letter finds you well. I am writing to formally request the removal of the electricity meter at my residence located at [Your Address].

Due to [brief explanation of reason, e.g., home renovation, property sale, etc.], I would like to arrange for the disconnection and removal of the meter at your earliest convenience.

Please let me know the necessary steps to proceed with this request and any possible fees involved. I am available at your convenience for scheduling this service.

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

Sincerely,

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