

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

[Electricity Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Electricity Meter Disconnection

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the disconnection of my electricity meter at the following address:

[Your Address]

My account number is [Your Account Number]. The disconnection is requested due to [reason for disconnection, e.g., moving, renovation, etc.].

Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]