**To Place:**  
The Electricity Department, Date:  
Motera,  
Ahmedabad 382424.

Sub: Meter disconnection reg.

Respected Sir/Madam,

I am **[your name],** the owner of a house located at **[address]**. I am moving abroad next month so we do not need a power supply to my house starting from next month.

Because nobody lives in that house anymore, that house does not need power.

Therefore please proceed to the required inspection and disconnect the meter effective from **[disconnection date]**.

Thanking you.

Regards,  
Your name,  
Signature.  
Mobile no.