**To Place:**  
The Electricity Department, Date:  
Kukatpally,  
Hyderabad 500072.

Sub: Electricity disconnection application.

Respected Sir/Madam,

My name is **[your name]**, have a house in plot no **[address]**. Our family will be moving to **Canada** next month to settle there. Since we don't live in this house anymore we don’t need any power supply.

For this reason, we request you to disconnect the electricity supply to our house permanently. This saves us from our monthly electricity bills.

I hope you will take quick action on this.

Thanking you.

Regards,  
Your name,  
Signature.  
Mobile no.