**To Place:**  
The Electricity Department, Date:  
Nungambakkam,  
Chennai 600006.

Sub: Electricity disconnection application.

Respected Sir/Madam,

I am **[your name]** owner of **[company name]** located at **[address].** For personal reasons, I'm shutting down the company.

Hence the electric meter is in my name I request you permanently disconnect the electric supply to the above-mentioned property by the end of this month.

Please inform me if you need any further information.

Thanking you.

Regards,  
Your name,  
Signature.  
Mobile no.