**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.