

Format for Disconnection

Date:

To
The Executive Engineer (EDD)

A connection, No. ----- for contracted load of ----- kW/HP exists in the name of ----- at -----
----- (address). It is requested that the above connection may please be disconnected, and the relevant agreement with the Corporation be terminated forthwith.

Following documents are enclosed herewith:

1. Copy of last bill.
2. Copy of payment receipt of last bill.

Thanking you,
(Signatures)

Name, Address, Phone number of
consumer

ACKNOWLEDGEMENT

Application of Sh./Smt/M/s ----- is, complete in all respects/has following shortcomings, for disconnection/termination of contract has been received in this office on ----- (date). In this connection, the applicant is given a reference number -- ---
----- to be used in all future correspondence.

(Signatures and seal of the rep. of the Licensee)