

**Format for Disconnection:**

Date:

To

The Executive Engineer ( EDD )

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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 )