

## Format for Disconnection

To  
The Executive Engineer (EDD)

Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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,

(Signature)  
(Name, Address, Phone number of  
Customer)

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### 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)