

Company/City/Town Letterhead (if available)

Sample Demolition Letter

April 1, 2015

**The United Illuminating Company
Attention: Standard Field Department, MS OP-GB
100 Marsh Hill Road
Orange, CT 06477**

Re: Notice of Intent to Demolish Building

Dear Sir:

This letter is to notify the United Illuminating Company that we are demolishing the building at the following location and we are requesting the electric service and all electric equipment (meters, wires, etc.) be removed in accordance with State Demolition Codes. I am the owner or the designated representative for the building owner. The building is currently vacant and the number is clearly marked with orange paint on the front of the building. There are no active electric service accounts currently at this location.

Location	100 Marsh Hill Road Orange CT 06477
Meter # / Pole #	123456789 / Pole #9999
Meter Location	Outside

If there are any questions or concerns, I can be reached at [email], [office/home phone], [cell phone], or [fax number]. All mailings can be sent to [address, city, state, zip code].

Sincerely,

Name

Title

[Notary stamp and declaration]