

Date: _____

THE MANAGER
BENGUET ELECTRIC COOPERATIVE, INC
Non-Network Revenue Services Dept.
#4 South Drive, Baguio City 2600

ATTENTION: Meter Reading, Billing, Disconnection & Collection Supervisor

SUBJECT: REQUEST FOR DISCONNECTION

Account Name: _____
Account no. : _____
Meter Serial No. : _____
Address :: _____

Dear Sir:

This is to request to your good office for the voluntary disconnection of the above stated account number with meter serial number purposely because:

Hoping for your favorable action, Thank You

Very truly yours,

(Requesting party)
Contact No. _____

*If requesting party is not registered member-consumer, what is the relationship with the member-consumer?

ACTION TAKEN:

Date Disconnected : _____
Last Reading : _____
Disconnected by : _____
REMARKS : _____