

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

The Customer Service Department

Kenya Power and Lighting Company (KPLC)

[Branch Address]

[City]

Subject: Request for Meter Installation

Dear Sir/Madam,

I am writing to formally request the installation of an electricity meter at my premises located at [Your Address].

Details of the premises are as follows:

- Account Name: [Your Full Name]
- Location: [Specific Location or Land Reference Number]
- Type of Premises: [Residential/Commercial/Other]

I kindly ask that you process this request at your earliest convenience. Please let me know if any additional information or documentation is required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]