

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Electric Meter Replacement Notice

We are writing to inform you that, as part of our commitment to providing reliable service, we will be replacing your electric meter at [Customer's Address] on [Scheduled Date]. This replacement is necessary to ensure accurate billing and to enhance the overall performance of our electric infrastructure.

During this process, we will make every effort to minimize any inconvenience. The replacement will take approximately [Expected Duration] to complete. Our trained technicians will be on-site to oversee the procedure and answer any questions you may have.

We kindly ask that you ensure access to the meter area on the scheduled date, and if you have any pets or special instructions, please let us know in advance.

Thank you for your understanding and cooperation. Should you have any questions or concerns, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]