

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Application for Electricity Meter Change

Dear [Utility Company Name/Customer Service Department],
I am writing to formally request a change of my electricity meter at my residence/business located at [Your Address].
Due to [reason for change, e.g., inaccuracy, damage, upgrade to a smart meter], I believe it is necessary to replace the current meter with a new one.

Please let me know the necessary steps to proceed with this request, as well as any fees or documentation needed from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Account Number, if applicable]