

****Electricity Meter Change Notification****

****To:**** [Customer Name]

****Address:**** [Customer Address]

****Date:**** [Insert Date]

****Subject:**** Notification of Electricity Meter Change

Dear [Customer Name],

We are writing to inform you that your electricity meter will be changed as part of our ongoing commitment to improving service and ensuring accurate billing.

****Details of the Meter Change:****

- ****Scheduled Date of Change:**** [Insert Date]

- ****Timeframe:**** [Insert Time Range]

- ****New Meter Type:**** [Insert Meter Type]

- ****Technician Contact:**** [Insert Technician Name & Contact Information]

****What to Expect:****

1. The technician will arrive at your location during the scheduled timeframe.

2. The process may take approximately [Insert Duration].

3. Power supply may be temporarily interrupted during the meter installation.

****Important Notes:****

- Please ensure that access to the meter is unobstructed.

- If you have any special instructions or requirements, please contact us at [Insert Contact Information].

- For any inquiries regarding your electricity service, feel free to reach our customer service team at [Insert Customer Service Number].

We appreciate your cooperation as we work to enhance our service delivery.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

****End of Notification****