

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

Subject: Request for Electricity Meter Change

Dear [Utility Company Customer Service/Specific Contact Name],  
I hope this message finds you well.

I am writing to formally request a change of my electricity meter at my residence located at [Your Address]. Due to [briefly explain reason, e.g., malfunction, upgrade required, etc.], I believe that a meter change is necessary to ensure accurate billing and reliable service.

Please let me know the required steps and any documentation you may need from my side to proceed with this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Account Number] (if applicable)