

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

Dear [Utility Company Name],

Subject: Inquiry Regarding Electricity Meter Change

I hope this letter finds you well. I am writing to inquire about the process and requirements for changing my electricity meter at my residence located at [Your Address].

Due to [reason for change, e.g., increased energy consumption, malfunctioning meter, etc.], I believe that a meter change is necessary. I would appreciate any information regarding the steps I need to take, associated costs, and the expected timeframe for the change.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Account Number] (if applicable)