

[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 Name/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]. The current meter has been exhibiting [describe any issues or specific reasons for the change, e.g., inaccurate readings, malfunctioning, etc.]. Given these circumstances, I believe that replacing the meter is necessary for accurate billing and reliable service. Please let me know the process for scheduling this change and any information or documentation you may require from my side. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Account Number, if applicable]