

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

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

**\*\*Customer Name\*\***

[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Electricity Meter Change

We are writing to inform you that we will be changing your electricity meter as part of our ongoing efforts to improve service reliability and efficiency.

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

- **\*\*Scheduled Date:\*\*** [Date of Scheduled Change]
- **\*\*Time:\*\*** [Start Time] - [End Time]
- **\*\*Location:\*\*** [Customer Address]

Our team will ensure that the process is carried out efficiently, and we expect minimal disruption to your service. You may notice a brief outage while the replacement is made.

Please ensure access to your meter and that any pets or obstacles are secured during the scheduled time.

Should you have any questions or concerns, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Website URL]