

[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 Contact Name or Customer Service],
I am writing to request a change of my electricity meter at my residence located at [Your Address].

The current meter [describe any issue or reason for change, e.g., is malfunctioning, outdated, etc.]. I kindly ask for a replacement with a new meter that meets the current standards and regulations.

Please let me know the procedures involved in this process and any necessary steps I need to take. 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]