

****Electricity Meter Installation Request Template****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****To:****

****[Utility Company Name]****

****[Department/Contact Name]****

****[Company Address]****

****[City, State, Zip Code]****

****Subject:** Request for Electricity Meter Installation**

Dear [Utility Company/Department Name],

I hope this message finds you well. I am writing to request the installation of an electricity meter at my residence located at [insert your address].

****Details of the Installation Request:****

- ****Property Owner Name:**** [Your Name]

- ****Installation Address:**** [Your Address]

- ****Account Number:**** [Your Account Number (if applicable)]

- ****Preferred Installation Date:**** [Your preferred date for installation]

- ****Type of Service Requested:**** [Residential/Commercial - specify as needed]

Please let me know if you require any additional information or documentation to process this request. I can be reached at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]
