

[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 Replacement

Dear [Utility Company Customer Service/Specific Contact Name],
I hope this message finds you well. I am writing to formally request the replacement of the electricity meter at my residence located at [Your Address].

The meter has been showing [briefly describe the issue, e.g., inaccuracies, malfunction, etc.], which I believe is affecting my electricity billing. To ensure accurate billing and efficient service, I kindly request that a technician assess and replace the meter at your earliest convenience.

Please let me know the next steps and any necessary forms or documentation required to proceed with this request.

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

Sincerely,

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