

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

[Utility Company's Name]
[Utility Company's Address]
[City, State, Zip Code]

Dear [Utility Company Representative's Name or "Customer Service"],
Subject: Request for Electric Meter Alteration

I am writing to formally request the alteration of my electric meter at the service address [Your Service Address]. due to [briefly state the reason for the alteration, e.g., increased electricity usage, property modifications, etc.].

My account number is [Your Account Number]. I would appreciate it if you could provide me with information regarding the process and any necessary requirements to facilitate this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]