

[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 Name/Customer Service],
I hope this letter finds you well. I am writing to request a change of the electricity meter located at my residence.

Details of my account are as follows:

- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

I believe a meter change is necessary due to [reason for change, e.g., malfunction, upgrade, etc.]. Please let me know the procedure for scheduling this change and if any additional information is required from my side.

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

Sincerely,
[Your Name]