

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

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

Subject: Notification of Meter Change

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that a change has been made to the meter at [Your Address] due to [reason for change, e.g., malfunction, upgrade, etc.].

The details of the meter change are as follows:

- Old Meter Number: [Old Meter Number]
- New Meter Number: [New Meter Number]
- Date of Change: [Date of Change]

Please update your records accordingly. If you require any further information or clarification regarding this change, feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]