

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

Subject: Request for Meter Upgrade

Dear [Utility Company Customer Service/Specific Department],

I am writing to formally request an upgrade to the electric meter at my residence located at [Your Address].

Due to [briefly explain the reason for the request, e.g., increased energy usage, renovation, etc.], I believe that an upgrade to my meter is necessary to better accommodate my current needs.

I would appreciate it if you could provide me with information regarding the process, any potential costs involved, and the timeline for the upgrade.

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

Sincerely,
[Your Name]