

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

Subject: Letter of Intent for Electricity Meter Change

Dear [Utility Company Representative's Name],

I am writing to formally express my intent to request a change of the electricity meter at my property located at [Your Property Address]. Due to [briefly explain reason for the change, e.g., inaccuracy, need for an upgrade, etc.], I believe it is necessary to replace the current meter with a new one that better meets my energy consumption needs.

I kindly request your assistance in initiating this process. Please let me know the necessary steps and any required documentation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]