

[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 Installation

Dear [Utility Company Name],

I hope this letter finds you well. I am writing to formally request the installation of a [water/electric/gas] meter at my residence located at [Your Address].

As I recently moved into the property, I would like to ensure that all utility services are properly accounted for. I understand that there may be necessary procedures and documentation required to facilitate this request.

Please let me know the steps I need to follow, as well as any fees associated with the installation. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]