

[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 Update

Dear [Utility Company Name],

I hope this letter finds you well. I am writing to request an update to the electricity meter at my residence located at [Your Address].

The current meter has been functioning [describe any issues, if applicable, or state that it needs to be updated for accuracy]. I would appreciate it if you could arrange for a technician to assess and update the meter at your earliest convenience.

Please let me know if any further information is required from my end. I can be reached at [Your Phone Number] or [Your Email Address].

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)]