

[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 Utility Meter Change

Dear [Utility Company Contact/Department Name],

I am writing to formally request a change to my utility meter at [Your Address], account number [Your Account Number]. Due to [brief explanation of the reason for the request, e.g., inaccuracies, an upgrade, property renovations], I believe that a change is necessary to ensure accurate billing and efficient service.

I kindly ask for your assistance in processing this request at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this change.

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)]