

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Electricity Meter Removal

Dear [Recipient Name],

We hope this message finds you well. This letter serves as formal notification regarding the removal of your electricity meter located at [Meter Address/Location].

Due to [brief reason for removal, e.g., maintenance, upgrades, disrepair], the scheduled date for the meter removal is [Date of Removal]. Our team will arrive between [Timeframe] to perform the necessary procedure.

Please ensure that [any specific instructions or preparations needed by the recipient, if applicable].

If you have any questions or concerns regarding this process, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]