

Request for Immediate Electric Meter Reading Update

Date: [Insert Date]

To,

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request an immediate update of my electric meter reading for my residence located at [Your Address]. Due to [reason for the request, e.g., discrepancies in previous bills, recent changes in usage], it is essential that I receive an accurate and up-to-date reading as soon as possible.

My account number is [Your Account Number]. I appreciate your prompt attention to this matter and look forward to your immediate response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]