

Request for Meter Inspection Visit

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a meter inspection visit for my property located at [Property Address]. Due to [brief explanation of the issue or reason for inspection], I believe it is essential to have a thorough inspection of the meter.

I would appreciate your assistance in scheduling this inspection at your earliest convenience. Please let me know the available dates and times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]