

Request for Meter Inspection Appointment

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Contact Name],

I am writing to request an appointment for a meter inspection at my residence. Below are the details:

Customer Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Address]

Preferred Dates and Times:

- [Option 1]
- [Option 2]
- [Option 3]

Please let me know if any of the above options are convenient for you or if there are any other available times for the inspection.

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

Sincerely,

[Your Name]

[Your Contact Information]