

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an inspection of the meter located at [meter location or address]. Due to [brief reason for inspection request], I believe it is necessary to have the meter assessed for accuracy and functionality.

Please let me know the available dates and times for the inspection, as I am keen to resolve this matter promptly.

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

Sincerely,  
[Your Name]