

Inquiry for Meter Inspection Scheduling

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of scheduling an inspection for my meter located at [Insert Address or Location]. I believe it is necessary to have this inspection conducted due to [briefly explain any issues or reasons].

Please let me know your available dates and times for the inspection, as well as any specific requirements or preparations needed on my part.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]