

Request for Meter Inspection Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Contact Name],

I hope this message finds you well. I am writing to request an appointment for an inspection of my utility meter located at [Your Address]. I have recently observed some irregularities in my billing, and I believe a thorough inspection would be beneficial.

Please let me know your available dates and times for this inspection. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]