

# Request for Scheduling a Meter Inspection

Date: [Insert Date]

To: [Utility Company Name]

Attention: [Appropriate Department/Contact Person]

Address: [Utility Company Address]

Dear [Contact Person's Name],

I am writing to formally request the scheduling of a meter inspection at my residence located at [Your Address]. The meter number is [Meter Number].

Due to [brief reason for inspection request, e.g., discrepancies in billing, concerns about meter accuracy], I believe it is essential to have a qualified technician assess the condition and functionality of the meter.

Please let me know your earliest available date for the inspection. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]