

Correction Request for Meter Reading

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Recipient Name],

I am writing to formally request a correction to the meter reading for my account, [**Account Number**], associated with the service address [**Service Address**].

Upon reviewing my latest bill dated [**Date of Bill**], I noticed a discrepancy in the meter reading which does not align with my own records. The recorded usage appears unusually high/low and I believe this may be due to an error in the reading.

To assist in resolving this matter, I am providing the following details:

- Previous Meter Reading: [**Previous Reading**]
- Current Meter Reading: [**Your Reading**]
- Date of Current Reading: [**Date of Your Reading**]

I kindly request that you review this information and make any necessary adjustments to my account. Additionally, please confirm the receipt of this letter and inform me of the outcome of your investigation.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]