

Smart Meter Installation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the installation of smart meters at [Building Name/Location] under the jurisdiction of [Department/Organization Name]. As part of our commitment to enhancing energy efficiency and sustainability within government facilities, the implementation of smart meters is essential.

Smart meters provide real-time data on energy consumption, allowing for better management of resources and a reduction in operational costs. Additionally, they support our goals towards renewable energy integration and improved energy conservation practices.

Please let us know the necessary steps to initiate this installation process and any relevant timelines or documentation that may be required.

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

Sincerely,

[Your Name]

[Your Title]

[Your Department/Organization]

[Your Contact Information]