

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I am writing to inquire about the possibility of setting up a second utility meter at my property located at [Your Property Address]. Due to [briefly explain reason, e.g., increased usage, separate rental unit], I believe an additional meter would be beneficial.

Could you please provide me with the necessary steps, requirements, and any associated costs involved in this process? Additionally, I would appreciate any information regarding the timeline for installation and any documentation that I may need to prepare.

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

Sincerely,

[Your Name]