

# **Inquiry Regarding Additional Meter Installation Process**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the process for installing an additional meter at my property located at [Property Address].

I would appreciate it if you could provide information regarding the following:

- The requirements for installing an additional meter.
- The estimated costs associated with the installation.
- The expected timeline for the installation process.
- Any necessary documentation I need to submit.

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

Sincerely,

[Your Name]