

Request for Installation of Secondary Energy Meter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the installation of a secondary energy meter at [specific location or facility name]. The need for this additional meter arises from [brief explanation of need, such as increased energy consumption, necessity for detailed energy monitoring, etc.].

We believe that having a secondary meter will help us [mention any anticipated benefits, activities, or benefits like tracking energy consumption, managing costs, compliance reasons, etc.].

Please let us know the steps required to initiate this installation, as well as any necessary documentation and associated costs.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position if applicable]
[Your Company if applicable]