

Request for Provision of Second Utility Meter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

To Whom It May Concern,

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Subject: Request for Second Utility Meter Provision

Dear [Utility Company Representative's Name],

I am writing to formally request the provision of a second utility meter for my property located at [Your Property Address]. As a [brief explanation of your situation, e.g., "homeowner with multiple living units," "property manager of a duplex," etc.], the need for an additional meter has become essential for accurate utility tracking and billing.

Details of my property:

- Current Utility Account Number: [Your Account Number]
- Type of Property: [e.g., Single family home, multi-family unit, commercial property, etc.]
- Reason for Request: [Briefly explain why you need a second meter]

I believe that having a second utility meter will not only enhance my ability to monitor usage effectively but will also ensure that billing is fair and accurate. Please let me know the necessary steps and any associated costs for processing this request.

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

Sincerely,

[Your Name]