

# Utility Service Confirmation for Meter Installation

Date: [Insert Date]

To,

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

We are pleased to inform you that your request for the installation of a utility meter at your property has been approved. The scheduled date for the installation is [Insert Installation Date].

Please ensure that the installation site is accessible for our technicians. If you have any specific instructions or concerns, feel free to contact us at [Insert Contact Number] or [Insert Email Address].

Thank you for choosing [Utility Company Name]. We look forward to serving you.

Sincerely,

[Your Name]  
[Your Position]  
[Utility Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Contact Number]