Utility Meter Installation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Name],

I am writing to request the installation of a utility meter at my residence located at [Your Address].

Details of the request are as follows:

- Service Type: [Electricity/Water/Gas]
- Installation Address: [Your Address]
- Preferred Installation Date: [Insert Date]

Please let me know if you require any further information or documentation to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]