

Follow-Up on Smart Meter Installation

Date: [Insert Date]

To: [Utility Company Name]

Attention: [Contact Person's Name]

Address: [Utility Company Address]

Dear [Contact Person's Name],

I hope this message finds you well. I am writing to follow up on the progress of the smart meter installation at my residence located at [Your Address]. My account number is [Your Account Number].

It has been [duration since last communication, e.g., two weeks] since I received my last update regarding the installation schedule. I would appreciate any information you can provide about the current status of the installation and any next steps I should be aware of.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]