

Inquiry Regarding Smart Meter Installation

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

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to inquire about the installation of smart meters in my area. As a customer of [Utility Company Name], I am keen to understand the process, timeline, and any potential costs involved in the installation of these advanced metering devices.

I would appreciate any information you can provide regarding:

- The schedule for smart meter installations in my area.
- Any steps I need to take as a customer to facilitate this process.
- The benefits and features of the smart meter system.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]