

# Utility Meter Fault Report

Date: [Insert Date]

To: [Utility Company Name]

From: [Your Name]

Address: [Your Address]

Account Number: [Your Account Number]

Dear [Utility Company Name],

I am writing to formally report a suspected fault with my utility meter located at the above address. I have noticed several discrepancies in my bill and suspect that the meter may not be functioning correctly.

Details of the issue:

- Meter Reading on Last Bill: [Insert Reading]
- Current Meter Reading: [Insert Reading]
- First Noticed Issue: [Insert Date]

I would appreciate it if you could send a technician to inspect the meter at your earliest convenience. Please let me know if there is any additional information you require to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]