

# Urgent Utility Meter Repair Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Urgent Request for Utility Meter Repair

Dear [Utility Company Customer Service/Specific Contact Name],

I am writing to request an urgent repair for my utility meter located at [Your Address]. I have noticed [describe the issue: e.g., irregular readings, damage, malfunction], which is affecting my [electricity/water/gas] service.

Given the severity of this issue, I kindly request that a technician be dispatched as soon as possible to resolve this matter. Please confirm receipt of this request and provide an estimated time for the repair.

Thank you for your prompt attention to this urgent request.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]