# Utility Meter Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Account Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name] Support Team,

I am writing to formally request the replacement of my utility meter located at my residence. The details of my account are provided above for your reference.

Due to [brief explanation of the reason for replacement, e.g., malfunctioning, accuracy issues, etc.], I believe it is necessary to replace the existing meter to ensure accurate readings and continued reliable service.

I kindly ask you to schedule a visit at your earliest convenience to facilitate this replacement. I am available on [Insert preferred dates/times]. Please let me know if you need any further information or if there are specific forms I need to complete.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]