

Date-XXXX

To,

Sub: Request for permission to change the Water meter

Ref: Connection No. xxxxx

Dear Sir,

We would like to inform you that the water meter which was earlier installed by your department. We have observed that from some time it is not working.

You are kindly requested to give us permission to replace the nonworking water meter with a new one. We are ready to pay the necessary charges for the testing of the new meter.

Looking forward for your co-operation at an earliest

Thanking you,

Yours faithfully,

For XXXX Limited

XXXXX

Secretary

Enc. Xerox copy of water bill