

Application to the SDO of LESCO for the replacement of electricity meter

To,
Subdivisional Officer,
Lahore Electric Supply Company.

Subject: Replacement of electricity meter.

Sir,

I am writing this application to request you for replacement of electricity meter of my house, which is facing a fault from almost a month. Being a non-technical person, I was unaware of it. Yesterday, meter reader informed me regarding it, and asked to write an application.

to write the said application

Due to fault in meter, I ~~will~~ have to pay average bill which is 5000 Rs. It is quite higher than my usual bill of Rs 2000. This loss is quite impactful for any average citizen.

It is an issue of grave concern for me. By considering the gravity of this issue, I hope that you will take immediate action to resolve it.

Thanking you in anticipation.

Yours truly,
X. Y. Z.

be careful about the basic grammar
over all it is satisfactory