

Annual Electric Meter Reading Notification

Date: [Insert Date]

Dear [Renter's Name],

We hope this message finds you well. As part of our annual maintenance procedures, we would like to inform you that we will be conducting our scheduled electric meter reading on [Insert Date].

Please ensure that access to the meter is clear and unobstructed to allow for a smooth reading process. If you have any specific concerns or require special arrangements, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Company/Organization Name]
[Contact Information]