

Dear Resident,

This is a friendly reminder that your electric meter reading is due.

We kindly ask you to submit your meter reading by **[Due Date]** to ensure accurate billing and service.

Please follow these simple steps to submit your reading:

1. Locate your electric meter.
2. Record the number displayed on the meter.
3. Submit your reading via our online portal or call our customer service.

If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]
Customer Service Team
[Contact Information]