

# Evaluation Request for Electric Meter Usage

Date: [Insert Date]

To: [Insert Tenant's Name]

[Insert Tenant's Address]

Dear [Insert Tenant's Name],

We hope this letter finds you well. As part of our regular property management procedures, we are conducting an evaluation of the electric meter usage in our rental units. This evaluation will help us understand the energy consumption patterns and ensure everything is functioning efficiently.

We kindly request your cooperation in providing access to the electric meter reading at your earliest convenience within the next [insert time frame, e.g., two weeks]. Please let us know a suitable time for us to perform this evaluation.

If you have any questions or concerns regarding this request, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention and cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company/Organization Name]

[Insert Contact Information]