

# Monthly Electric Meter Reading Reminder

Dear [Tenant's Name],

This is a friendly reminder that it is time for your monthly electric meter reading. Please take a moment to record your current reading and submit it by [Due Date].

Your electric meter is located [Location of Meter]. If you have any questions or need assistance, feel free to contact us.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]