

Notification of Scheduled Electric Meter Reading

Dear Occupant,

This is to inform you that the electric meter reading for your residence will be conducted on **[Date]** between **[Start Time]** and **[End Time]**.

We kindly request that you ensure access to the electric meter during this time. If you have any questions or require rescheduling, please contact us at **[Contact Number]** or **[Email Address]**.

Thank you for your cooperation.

Sincerely,

[Your Company Name]
[Your Company Address]
[Your Company Phone Number]