

Tenant Responsibility for Electric Meter Reading

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to acknowledge and accept my responsibility as a tenant for the electric meter reading at [Property Address].

As per our rental agreement, I understand that it is my duty to check and report the electric meter readings on a monthly basis. I will ensure that the readings are accurately recorded and communicated to you by the [specific date, e.g., last day of each month].

If there are any specific instructions or formats you would prefer for reporting, please let me know.

Thank you for your attention, and I look forward to continuing our positive relationship.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]