

# Meter Reading Submission for Billing Adjustments

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Your Account Number]

Dear [Utility Company Contact/Department],

I hope this message finds you well. I am writing to submit an updated meter reading for my account, as I have noticed discrepancies in my recent billing statement.

**Previous Meter Reading:** [Insert Previous Reading]

**Updated Meter Reading:** [Insert Updated Reading]

I kindly request that you adjust my bill accordingly based on the updated reading provided above. If you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]