

# Updated Meter Reading Submission

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to submit the updated meter readings for our commercial facility located at [Facility Address]. Please find the details of the readings below:

<b>Meter Type</b>	<b>Meter Number</b>	<b>Previous Reading</b>	<b>Current Reading</b>	<b>Reading Date</b>
[Type of Meter]	[Meter Number]	[Previous Reading]	[Current Reading]	[Reading Date]

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]