

Updated Meter Reading Submission

Date: [Insert Date]

To: [Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to submit the updated meter readings for our ongoing energy efficiency audits. Please find the details below:

Meter ID	Previous Reading	Current Reading	Date of Reading
[Meter ID 1]	[Previous Reading 1]	[Current Reading 1]	[Date 1]
[Meter ID 2]	[Previous Reading 2]	[Current Reading 2]	[Date 2]

We appreciate your attention to this matter and look forward to your acknowledgment of receipt.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]