

Meter Reading Submission

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to submit my updated meter readings as required for government reporting. Please find the details below:

Meter Type	Meter Number	Reading Date	Meter Reading
[Electricity]	[Meter Number]	[Reading Date]	[Reading Value]
[Water]	[Meter Number]	[Reading Date]	[Reading Value]
[Gas]	[Meter Number]	[Reading Date]	[Reading Value]

If you require any further information or clarification, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Name]