Meter Reading Submission

Date: [Insert Date]

[Property Management Company Name]

[Address]

[City, State, Zip Code]

Dear [Property Management Team],

I hope this message finds you well. I am writing to submit the updated meter readings for my unit located at [Your Address/Unit Number].

Please find the readings below:

- Water Meter Reading: [Insert Reading]
- Gas Meter Reading: [Insert Reading]
- Electric Meter Reading: [Insert Reading]

If you need any further information or additional readings, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]