

Updated Meter Reading Submission

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Contact/Department],

I hope this message finds you well. I am writing to submit the updated meter readings for my residential property.

Property Details:

Address: [Your Property Address]

Account Number: [Your Account Number]

Meter Reading:

Previous Reading: [Previous Meter Reading]

Current Reading: [Current Meter Reading]

Date of Current Reading: [Date of Current Reading]

Please let me know if you require any additional information or documentation regarding this submission.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]