

Letter of Updated Meter Reading Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I am writing to formally submit my updated meter reading for account number [Insert Account Number] as part of my ongoing service dispute concerning my recent bill.

The original meter reading I received was [Original Meter Reading]. After taking the time to review my usage, I have re-evaluated my current meter reading and found that it is [New Meter Reading].

I believe this updated reading better reflects my actual usage during the billing period [Insert Billing Period]. Please find attached any necessary documentation supporting my claim.

I kindly request that you review this updated meter reading and adjust my account accordingly. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]