

# Meter Reading Submission

To Whom It May Concern,

I am writing to submit my updated meter reading for account number **[Your Account Number]**.  
The details are as follows:

- **Meter Reading:** [Your Meter Reading]
- **Date of Reading:** [Date]

Please update this information in your records at your earliest convenience.

If you have any questions, 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]