

# Confirmation Request for Meter Inspection Appointment

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request confirmation of the scheduled appointment for the meter inspection at [Insert Inspection Location]. The proposed date and time for the inspection is [Insert Date and Time].

Please let me know if the scheduled time is convenient for you, or if any adjustments are needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]