

Notification of Incorrect Meter Reading

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an issue that has been identified concerning your recent meter reading for account number [Account Number].

Upon reviewing the submitted meter readings, we discovered an inconsistency that indicates an incorrect reading may have been taken. The reading recorded on [Date of Reading] was [Incorrect Reading], which does not align with our verification process.

To ensure accurate billing, we kindly request your assistance in providing the correct meter reading. If you could check your meter and send us the accurate figure by [Response Deadline], it would greatly help us rectify this matter.

Should you have any questions or require assistance, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or via email at [Customer Service Email].

We appreciate your cooperation and understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]