

Notice of Upcoming Utility Meter Inspection

Dear [Customer Name],

We would like to inform you that a utility meter inspection is scheduled to take place on **[Date]** between **[Start Time]** and **[End Time]**. This inspection is a routine procedure to ensure the accuracy of your meter readings and the continued safety of our services.

Please ensure that our technicians have access to your utility meter during this time. If you have any concerns or if this time is not convenient, please contact our office at **[Contact Number]** or email us at **[Email Address]**.

Thank you for your cooperation.

Sincerely,
[Your Company Name]
[Your Company Address]