

Utility Meter Inspection Alert

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

We are writing to inform you that a utility meter inspection will take place at your property on [Insert Inspection Date]. This inspection is part of our routine maintenance to ensure accurate readings and to maintain the efficiency of our services.

Please ensure that access to the meter is unobstructed on the day of the inspection. Our team will be present from [Insert Time] to [Insert Time]. If you have any questions or need to reschedule, please contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]