

Appointment Reminder

Dear [Customer Name],

This is a reminder that your utility meter inspection is scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Please ensure that access to the utility meter is available during this time. If you have any questions or need to reschedule, feel free to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,
[Your Company Name]