

# Utility Meter Inspection Compliance Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

This notice is to inform you that your utility meter is due for inspection as part of our Compliance and Safety Program. Regular inspections ensure accuracy and safety in your utility service.

Please be advised that our technician will be in your area on [Insert Inspection Date] between [Insert Time Frame]. We kindly ask that you ensure access to the meter during this time.

If you have any questions or need to reschedule, please contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]