

Utility Meter Inspection Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Utility Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

This letter is to confirm the scheduled inspection of the utility meter located at [Insert Address] on [Insert Date] at [Insert Time]. Our technician will arrive to ensure that the meter is functioning correctly and to perform any necessary inspections.

Please ensure that access to the meter is available at the scheduled time. If you have any questions or if the scheduled time is inconvenient, do not hesitate to contact us at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Utility Company Name]