

Important Notification: Utility Meter Inspection

Dear [Customer Name],

We are writing to inform you that a routine inspection of your utility meter will take place on [Date] between [Start Time] and [End Time]. This inspection is part of our commitment to providing reliable service and ensuring the accuracy of your utility usage.

Please make sure that the area around the meter is accessible to our inspection team. If you have any specific concerns or if you will not be available during this time, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]