

Utility Meter Inspection Request

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to inform you that a routine inspection of your utility meter has been scheduled. This inspection is part of our commitment to ensuring accurate billing and reliable service.

Inspection Date: [Insert Inspection Date]

Time: [Insert Time]

Please ensure that access to the meter is available on the scheduled date. If this date is not convenient, please contact us at [Insert Contact Information] to reschedule.

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]