

Utility Meter Reading Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the verification of the utility meter readings for the account listed below:

Account Holder Name: [Insert Name]

Account Number: [Insert Account Number]

Service Address: [Insert Address]

Meter Number: [Insert Meter Number]

The current meter reading, as of [Insert Reading Date], is as follows:

Current Reading: [Insert Reading Value]

Previous Reading: [Insert Previous Reading Value]

We appreciate your attention to this matter. Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Your Contact Information]