

Utility Meter Reading Submission

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Account Number: [Insert Account Number]

Business Name: [Insert Business Name]

Business Address: [Insert Business Address]

Dear [Utility Company Name],

We are submitting our utility meter readings for the period ending [Insert End Date]. Below are the details of the readings:

Meter Type	Location	Previous Reading	Current Reading	Usage
[Insert Meter Type]	[Insert Location]	[Insert Previous Reading]	[Insert Current Reading]	[Insert Usage]

Please let us know if you require any further information or documentation regarding this submission.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]