

Utility Meter Reading Submission

Date: [Insert Date]

Utility Company Name

Address Line 1

Address Line 2

City, State, Zip Code

Dear [Utility Company Name],

Subject: Submission of Delayed Utility Meter Readings

I am writing to submit my utility meter readings for the period of [Insert Period]. Unfortunately, due to [brief explanation of delay, e.g., "a personal circumstance"], I was unable to submit these readings on time.

Please find my meter readings below:

- Account Number: [Insert Account Number]
- Meter Reading Date: [Insert Date]
- Electricity Meter Reading: [Insert Reading]
- Water Meter Reading: [Insert Reading]
- Gas Meter Reading: [Insert Reading]

I apologize for the inconvenience this has caused and appreciate your understanding in this matter. If you require any additional information, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, Zip Code]