

Utility Meter Reading Submission

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to submit the utility meter readings for my unit located at [Your Address]. Below are the current readings as of [Insert Reading Date]:

Utility Meter Readings

- Electricity Meter: [Insert Reading]
- Water Meter: [Insert Reading]
- Gas Meter: [Insert Reading]

Please let me know if you require any additional information. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]