

Utility Meter Reading Submission

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Submission of Utility Meter Readings

Dear [Utility Company Name],

I am writing to submit the meter readings for my utility services for the period of [Insert Period]. Below are the details of the meter readings:

Meter Number	Reading (as of [Insert Date])	Service Type
[Meter Number 1]	[Reading 1]	[Electricity/Water/Gas]
[Meter Number 2]	[Reading 2]	[Electricity/Water/Gas]
[Meter Number 3]	[Reading 3]	[Electricity/Water/Gas]

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Address]

[Your Account Number]