

Utility Meter Reading Submission

Date: [Insert Date]

To: [Utility Company Name]

Subject: Meter Reading Submission

Dear [Utility Company Customer Service],

I hope this message finds you well. I am writing to submit my utility meter readings for the billing period ending on [Insert Date].

Customer Information:

- Account Number: [Insert Account Number]
- Name: [Insert Your Name]
- Address: [Insert Your Address]

Meter Readings:

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

If you require any additional information, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]