Utility Meter Reading Submission

Dear [Tenant's Name],

This is a reminder to submit your utility meter readings for the month of [Month/Year]. Accurate readings will ensure your utility bills are correct and help us maintain our records.

Please provide your readings for the following utilities:

- Electricity Meter: [Meter Number]
- Water Meter: [Meter Number]
- Gas Meter: [Meter Number]

Submit your readings via email at [Email Address] or through the tenant portal by [Submission Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Property Management Company]
[Contact Information]