

Reminder: Water Meter Check

Dear [Tenant's Name],

This is a friendly reminder that it is time for the scheduled water meter check in your unit. Please ensure that accessible access to the meter is available on the scheduled date.

Scheduled Date: [Insert Date]

If you have any questions or concerns, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]