

Utility Meter Reading Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to request the cancellation of my scheduled utility meter reading. My account number is [Insert Account Number]. The reading was originally scheduled for [Insert Scheduled Date].

Due to [reason for cancellation], I am unable to proceed with the meter reading at this time.

Please confirm the cancellation of the meter reading at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]