

# Utility Meter Reading Completion Acknowledgment

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We acknowledge the completion of the utility meter reading for your account number [Account Number]. The reading was successfully recorded on [Reading Date].

The recorded meter reading is as follows:

- Meter Number: [Meter Number]
- Previous Reading: [Previous Reading]
- Current Reading: [Current Reading]

Thank you for your cooperation. If you have any questions or concerns, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]