

Utility Meter Reading Details

Date: [Insert Date]

To Whom It May Concern,

We are writing to provide you with the details of the utility meter readings for your account.

Account Information

Account Name: [Insert Name]

Account Number: [Insert Account Number]

Meter Reading Details

Utility Type	Meter Number	Reading Date	Current Reading	Previous Reading	Usage
Electricity	[Insert Meter Number]	[Insert Reading Date]	[Insert Current Reading]	[Insert Previous Reading]	[Insert Usage]
Water	[Insert Meter Number]	[Insert Reading Date]	[Insert Current Reading]	[Insert Previous Reading]	[Insert Usage]
Gas	[Insert Meter Number]	[Insert Reading Date]	[Insert Current Reading]	[Insert Previous Reading]	[Insert Usage]

If you have any questions regarding these readings, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]