

Utility Meter Reading Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Follow-Up on Utility Meter Reading

Dear [Utility Company Customer Service],

I am writing to follow up regarding the recent meter reading for my utility service at [Your Account Number or Address]. On [Date of Original Reading], I submitted my meter reading but have not yet received confirmation or the updated statement reflecting this change.

I would appreciate your prompt attention to this matter, and kindly request that you confirm the receipt of my reading and provide any necessary updates to my account.

Thank you for your assistance.

Sincerely,

[Your Name]