

Utility Meter Reading Instructions

Dear [Customer Name],

We hope this message finds you well. As part of our commitment to providing accurate billing, we kindly request you to provide your utility meter readings.

Instructions:

1. Locate your utility meter. It is usually found [insert location details].
2. Identify the meter type: [electricity/gas/water].
3. Read the numbers displayed on the meter. If you have a digital meter, you may need to press a button to display the reading.
4. Note down the reading in the format: [insert specific format if needed].
5. Submit your reading to us via [insert submission method: online portal, email, phone, etc.].

Deadline for submission: [insert deadline date].

If you have any questions or need assistance, please do not hesitate to contact our customer service team at [insert contact information].

Thank you for your cooperation!

Sincerely,

[Your Company Name]

[Your Company Contact Information]