

Utility Meter Reading Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your utility meter reading is due for the month of [Insert Month]. Please take a moment to record the current reading of your [Electric/Water/Gas] meter.

Meter Number: [Insert Meter Number]

Current Reading: [Insert Current Reading]

Kindly submit your reading by [Insert Due Date] to ensure accurate billing. You can report your reading through our online portal, via email, or by calling our customer service at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]