

# Utility Meter Reading Reminder

Dear [Customer Name],

This is a friendly reminder to submit your utility meter reading by [due date]. Your cooperation ensures accurate billing and service continuity.

Please provide the readings for the following meters:

- Electric Meter: [Electric Meter Number]
- Water Meter: [Water Meter Number]
- Gas Meter: [Gas Meter Number]

You can submit your meter readings by [submission method: online portal, email, etc.]. If you have any questions, feel free to contact our customer service.

Thank you for your prompt attention to this matter!

Sincerely,

[Your Company Name]

[Your Company Contact Information]