

Utility Meter Reading Rescheduling Request

Date: [Insert Date]

To,
[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to request a rescheduling of my utility meter reading originally scheduled for [original date]. Due to [reason for rescheduling], I will be unavailable on that date.

I kindly ask that the reading be rescheduled to [proposed new date] if possible. Please let me know if this date works or if other arrangements can be made.

Thank you for your understanding and assistance in this matter.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Account Number]