

Utility Meter Reading Scheduling Confirmation

Dear [Customer Name],

Thank you for scheduling a meter reading with us. We would like to confirm the appointment details as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Address]

Please ensure that access to the meter is available at the scheduled time. If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Contact Information]