

# Gas Meter Issues Notification

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you of a recent issue detected with your gas meter located at the above address. Our routine inspection has identified that your gas meter requires immediate attention due to [briefly describe issue, e.g., "a calibration error" or "a leak"].

To ensure your safety and the accurate measurement of your gas usage, we kindly ask you to refrain from using gas services until the issue has been resolved. Our technicians are available to assist you with the necessary repairs and can schedule an appointment at your earliest convenience.

Please contact us at [Contact Number] or [Email Address] to arrange for service or if you have any questions regarding this matter.

We apologize for any inconvenience this may cause and appreciate your prompt attention to this issue.

Thank you,

[Your Company Name]

[Your Company Contact Information]