

Notification of Utility Meter Malfunction

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you that we have detected a malfunction in the utility meter installed at your property located at [Property Address]. This issue may affect the accuracy of your utility consumption readings.

Our maintenance team is scheduled to investigate the meter and perform necessary repairs on [Insert Date]. If you have any inquiries or need to reschedule the appointment, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve the issue.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]