

Important Announcement: Urgent Utility Meter Replacement

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you that due to unforeseen circumstances, we must perform an urgent replacement of your utility meter. This action is necessary to ensure accurate readings and continuous service.

Scheduled Date for Replacement: [Insert Date]

You do not need to be present for this replacement, but we recommend ensuring that the area around the meter is accessible for our technicians.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain the quality of our services.

If you have any questions or concerns, please contact our customer service at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]