

Utility Meter Replacement Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that a replacement of the utility meters for your unit located at [Insert Address] will take place on [Insert Date of Replacement].

The details of the replacement are as follows:

- **Type of Meter:** [Insert Type of Meter]
- **Scheduled Time:** [Insert Time]
- **Duration:** Approximately [Insert Duration]
- **Service Provider:** [Insert Service Provider Name]

We kindly ask you to ensure that access to your unit is available during this time. If you have any special instructions or if you will not be available, please contact us at [Insert Contact Information] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Property Management Company Name]