

Response to Utility Meter Replacement Inquiry

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your inquiry regarding the replacement of your utility meter. We appreciate your reaching out to us.

After reviewing your request, we would like to inform you that a utility meter replacement is scheduled for [Insert Date]. Our team will arrive at your location between [Insert Time] to [Insert Time]. Please ensure that the area around the meter is accessible for our technicians.

If you have any questions or require any further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Your Contact Information]