

# Utility Meter Replacement Notification

Date: [Insert Date]

To: [Tenant/Property Manager Name]

Company: [Property Name]

Address: [Property Address]

Dear [Tenant/Property Manager Name],

We are writing to inform you that a replacement of the utility meter for your commercial property located at [Property Address] is scheduled to take place on [Date of Replacement]. This replacement is essential to ensure accurate billing and efficient service.

Details of the replacement are as follows:

- **Work Date:** [Insert Date]
- **Estimated Time:** [Insert Time]
- **Duration:** Approximately [Insert Duration]

Please ensure that access to the meter is available on the scheduled date. Our team will take all necessary precautions to minimize disruption to your operations.

If you have any questions or concerns regarding this process, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]