

# Utility Monitoring Schedule

Dear [Recipient's Name],

This letter serves to inform you of the regular utility monitoring schedule that will be implemented starting [Start Date]. Our goal is to ensure that all utilities are monitored effectively and efficiently to maintain optimum performance and service delivery.

## Monitoring Schedule

Utility Type	Monitoring Frequency	Responsible Person
Water	Weekly	[Name]
Electricity	Bi-weekly	[Name]
Gas	Monthly	[Name]
Internet	Monthly	[Name]

We appreciate your cooperation in the monitoring process. Please ensure that all relevant data is recorded and reported to [Contact Person] at [Contact Email] on the specified dates.

Should you have any questions or need further assistance, please feel free to contact me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]