

Utility Services Access Discrepancy Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a discrepancy regarding access to your utility services at the above address. During our recent evaluation, we noticed that access to your utility meter/service point has been obstructed.

Details of the discrepancy are as follows:

- **Type of Utility:** [e.g., Water, Electricity, Gas]
- **Date of Inspection:** [Insert Date]
- **Description of Access Issue:** [Provide details]

To ensure uninterrupted utility service, we kindly request that you address this issue at your earliest convenience. Please clear any obstacles that may prevent access for our service personnel.

If you have any questions regarding this notification, please do not hesitate to contact us at [Insert Contact Information]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]