

# Letter of Completion

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Completion of Remote Meter Reading Installation

Dear [Recipient Name],

We are pleased to inform you that the installation of the remote meter reading system at your premises has been successfully completed as of [Insert Completion Date]. This new system will facilitate accurate and timely monitoring of your utility consumption.

The features of the remote meter reading system include:

- Real-time data access
- Improved billing accuracy
- Reduced need for manual meter readings

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation during the installation process.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]