

Utility Company Name

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

City, State, Zip Code: [Insert City, State, Zip]

Subject: Scheduling Your Remote Meter Reading Installation

Dear [Customer Name],

We are pleased to inform you that the installation of the remote meter reading system at your residence is scheduled for [Insert Date] between [Insert Start Time] and [Insert End Time]. This installation will enhance the accuracy and efficiency of your utility service, allowing for seamless monitoring and billing.

Please ensure that the area around your current meter is accessible for our technicians. If you have any questions or need to reschedule the installation, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]