

Date: [Insert Date]

Property Address: [Insert Property Address]

Subject: Notice of Utility Meter Replacement

Dear Resident / Business Owner,

This letter is to inform you that we will be replacing the [Insert Utility Type: e.g., Water / Electric / Gas] meters at [Insert Property Name or Address] on the following date and time:

Scheduled Date: [Insert Date]

Scheduled Time Window: [Insert Time, e.g., 9:00 AM - 12:00 PM]

What to Expect:

- **Service Interruption:** Your [Insert Utility Type] service will be temporarily disconnected for approximately [Insert Duration, e.g., 30-60 minutes] while the technician performs the swap.
- **Access Required:** [Select one: The meters are located in common areas and no unit access is needed / A technician will require access to your specific unit or commercial space to complete the installation.]
- **Safety:** All technicians will carry official identification. Please ensure the area around the meter is clear of any personal items or obstructions.

Commercial Tenants: If this scheduled outage will severely impact your business operations, please contact us immediately to discuss alternative arrangements.

We apologize for any inconvenience this necessary upgrade may cause. This new equipment will ensure more accurate readings and improved service reliability for the entire building.

If you have any questions or need to reschedule access, please contact [Insert Name/Office] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]

[Property Management / Utility Provider]