

Date: [Date]

To: [Tenant Name]

Address: [Rental Property Address]

RE: FINAL NOTICE OF ENTRY FOR UTILITY METER READING

Dear [Tenant Name],

This letter serves as formal notice that management or authorized utility personnel will enter your rental unit on the following date and time:

Date of Entry: [Date]

Estimated Time: [Time, e.g., 10:00 AM to 12:00 PM]

The purpose of this entry is to perform a final reading of the [Electric / Water / Gas] meters in preparation for your scheduled move-out on [Move-Out Date]. This is necessary to ensure final utility billing is accurate.

In accordance with your lease agreement and local landlord-tenant laws, this notice provides at least [24/48] hours of advance warning. You are not required to be present during this time; however, please ensure that all pets are secured and that there is clear access to the utility meters.

If you have any questions, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation during your transition.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]