

NOTICE OF ENTRY: WATER METER READING AND MAINTENANCE

Date: [Current Date]

To the Resident(s) of: [Full Address / Unit Number]

Dear Resident,

This letter serves as formal notice that authorized personnel will require access to your unit for the purpose of routine water meter reading and preventative maintenance.

Scheduled Date: [Date of Visit]

Estimated Time Window: [Start Time] to [End Time]

During this visit, a technician will:

- Record your current water meter reading.
- Inspect the meter and associated valves for leaks or damage.
- Perform necessary testing to ensure accurate billing.

The inspection is expected to take approximately [Number] minutes. Please ensure that the area around your water meter is clear of personal belongings to allow for easy access.

If you have any pets, please ensure they are secured in a separate room for the safety of our staff. You do not need to be present during this time if management has a key to your unit.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Property Management/Utility Department]