

Date: [Insert Date]

Property Address: [Insert Property Address]

**RE: NOTICE OF ENTRY FOR SMART UTILITY METER UPGRADE AND
MAINTENANCE**

Dear Resident/Property Owner,

This letter serves as official notice that [Company Name/Utility Provider] will be accessing your property to perform a mandatory smart utility meter upgrade and routine maintenance.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 9:00 AM - 1:00 PM]

Purpose of Entry:

The purpose of this visit is to replace your existing utility meter with a new smart meter. This upgrade will provide more accurate billing, real-time usage monitoring, and improved service reliability. Our technicians will also perform a safety inspection of the surrounding connections.

Access Requirements:

The technician will require access to the [Electricity/Water/Gas] meter located at [Insert Location, e.g., the side of the house/basement]. Please ensure that:

- Access to the meter is clear of obstructions.
- Any gates or security entrances are unlocked or accessible.
- Pets are secured away from the work area.

Service Interruption:

Please be advised that your [Electricity/Water/Gas] service may be briefly interrupted for approximately [Insert Duration] minutes during the installation process.

If you have any questions or need to reschedule, please contact our office at [Insert Phone Number] or email us at [Insert Email Address].

Thank you for your cooperation in upgrading our local utility infrastructure.

Sincerely,

[Your Name/Authorized Representative]
[Company Name]
[Contact Information]