

## **NOTICE OF RESCHEDULED ENTRY**

Date: [Current Date]

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

### **Subject: Rescheduled Gas Meter Reading and Maintenance**

Dear Resident,

Please be advised that the gas meter reading and maintenance appointment previously scheduled for [Original Date] has been rescheduled.

Access to your unit is now required on the following date and time:

**New Date:** [Day of week, Month, Day, Year]

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

### **Purpose of Entry:**

The purpose of this visit is to perform a routine gas meter reading and conduct essential safety maintenance. This is a mandatory inspection to ensure the continued safety and efficiency of your gas service.

### **Access Requirements:**

An authorized technician will require access to the gas meter located within or attached to your premises. [Optional: If you will not be home, please ensure that any pets are secured and that the technician has clear access to the meter area.]

We apologize for any inconvenience caused by this change in schedule. If you have any questions or need to discuss this entry, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]