

Date: [Insert Date]

Subject: SECOND ATTEMPT NOTICE - ACCESS REQUIRED FOR METER READING

Dear Resident/Homeowner,

We are contacting you because we were unable to gain access to your property on [Date of First Attempt] to perform a scheduled reading of your [Utility Type: e.g., Water/Gas/Electric] meter.

As we were unable to obtain an actual reading, your recent bill may have been based on an estimate. To ensure accurate billing and to inspect the equipment, we require access to the meter located on your premises.

Our technician is scheduled to return on:

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

Please ensure that an adult (18+) is present to allow entry, or that any gates or obstructions are cleared if the meter is located outdoors. If you have pets, please ensure they are secured during this window.

Rescheduling:

If the time above is not convenient, please contact us immediately at [Phone Number] or visit [Website URL] to provide a reading manually or to schedule a specific appointment.

Failure to provide access may result in continued estimated billing or further administrative action as per your service agreement.

Thank you for your prompt cooperation.

Sincerely,

[Name of Utility Company]
[Department Name]
[Contact Information]