

Date: [Insert Date]

To: All Residents/Tenants

Property: [Insert Property Name/Address]

Subject: Notice of Submeter Maintenance and Inspection

Dear Resident,

Please be advised that we will be conducting a routine inspection and maintenance of the utility submeters in your building. This work is necessary to ensure accurate billing and the proper functioning of the metering equipment.

Scheduled Date: [Insert Date]

Scheduled Time: Between [Start Time] and [End Time]

During this period, authorized technicians from [Company Name] will require access to the utility area or the submeter located within or near your unit. The inspection is expected to take approximately [Number] minutes per unit.

What you need to do:

- Ensure clear access to the submeter location.
- Secure any pets during the scheduled window.
- You do not need to be present if the management has a master key, unless otherwise requested.

We do not anticipate any interruption to your utility services (water/electricity/gas) during this maintenance. If an interruption is required, you will be notified separately.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]