

Date: [Insert Date]

To: All Residents / Tenants of [Insert Building/Property Name]

Subject: NOTICE OF SUBMETER SYSTEM TESTING AND CALIBRATION

Dear Resident,

Please be advised that we will be conducting mandatory testing and calibration of the submetering system in your building. This process is necessary to ensure the continued accuracy of your [Utility Type: e.g., Electric/Water] billing.

Scheduled Date: [Insert Date]

Scheduled Time: [Insert Start Time] to [Insert End Time]

During this period, authorized technicians from [Insert Company Name] will be performing the following:

- Inspection of individual submeter units.
- System accuracy verification and calibration.
- Communication testing between meters and the billing server.

What to expect:

- [Option A: Technicians will require access to your unit. Please ensure someone is home or provide entry permission.]
- [Option B: Technicians will only need access to common areas/utility closets. No unit entry is required.]
- There may be a brief interruption to your [Utility Type] service lasting approximately [Insert Minutes] minutes.

We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the integrity of our utility systems.

If you have any questions or concerns, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Building Management/Company Name]