

Date: [Insert Date]

To: [Property Owner/Occupant Name]

Property Address: [Insert Property Address]

Subject: Notification of Routine Gas Line Inspection and Access Request

Dear [Property Owner/Occupant Name],

This letter is to inform you that [Company Name] will be conducting routine maintenance and safety inspections of the gas lines in your area. To ensure the continued safety and reliability of our service, we require access to the gas meter and/or piping located on your property.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 8:00 AM - 12:00 PM]

Our technicians will need to inspect the equipment to check for corrosion, leaks, or any necessary repairs. This is a standard safety procedure and should take approximately [Insert Duration, e.g., 30 minutes] to complete.

Please ensure that:

- Access to the gas meter is clear of obstructions.
- Pets are secured away from the inspection area.
- An adult (18+) is present (if indoor access is required).

If the scheduled time is not convenient, please contact us at [Phone Number] or [Email Address] to reschedule your appointment.

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]