

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service

Xcel Energy

[Company Address]  
[City, State, Zip Code]

Dear Xcel Energy Customer Service,

Subject: [Subject of your letter]

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., inquire about my account, report a problem, etc.].

[Provide additional details related to your request or issue. Be clear and concise, including any relevant account numbers or reference information.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Customer Account Number (if applicable)]