

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

[Date]  
[Recipient's Name]  
[Title]

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

Dear [Recipient's Name],  
Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., express my concern, request information, or provide feedback].

[In the following paragraphs, elaborate on the purpose of your letter. Provide relevant details, supporting information, and any specific requests you may have.]

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

Sincerely,  
[Your Name]  
[Your Title/Position (if applicable)]