

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

Customer Service

Xcel Energy

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

Dear Customer Service Team,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [describe the specific issue you are experiencing with Xcel Energy services].

[Explain the situation in detail, including dates, account numbers, and any previous communications with Xcel Energy regarding this issue.]

I believe this issue has not been handled adequately because [mention any relevant reasons or previous attempts to resolve the issue].

I request that Xcel Energy [state your desired resolution or outcome].

Thank you for your attention to this matter. I hope to hear back from you promptly.

Sincerely,

[Your Name]

[Your Xcel Energy Account Number, if applicable]

[Enclosures: (if any)]