

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Xcel Energy
[Xcel Energy Address]
[City, State, ZIP Code]
Subject: Disconnection Notice
Dear Xcel Energy Customer Service,
Account Number: [Your Account Number]
Service Address: [Service Address]
I am writing to formally address the disconnection notice I recently received dated [Date of Notice]. I would like to request the following:
1. **Clarification** of the reason for disconnection.
2. **Information** on any outstanding balance, including due dates and payment options.
3. **Request for Payment Arrangement**: If possible, I would like to discuss payment arrangement options to prevent disconnection.
I appreciate your prompt response to this matter. Thank you for your attention.
Sincerely,
[Your Name]