

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

Xcel Energy
Customer Service Department
[Company Address]
[City, State, Zip Code]

Dear Xcel Energy Customer Service,
Subject: Reporting an Outage

I am writing to report a power outage that has affected my residence located at [Your Address] since [Date and Time of Outage]. The outage has caused significant inconvenience and disruption, and I would appreciate any assistance you can provide in resolving this issue as quickly as possible.

Details of the outage:

- Address: [Your Address]
- Date and Time of Outage: [Date and Time]
- Duration: [How long the power has been out]
- Any additional relevant information: [e.g., weather conditions, if neighbors are affected, etc.]

Please confirm receipt of this letter and provide an update regarding the status of the outage and any expected restoration timeline. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Account Number (if applicable)]