

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

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

Dear [Recipient Name],
Subject: Rate Change Notification

I am writing to notify you of an upcoming change in rates for my Xcel Energy account ([Account Number]) effective [Effective Date]. According to the recent communication from Xcel Energy, the new rate structure will reflect [brief description of changes, e.g., increase/decrease in rates, changes in fees, etc.].

This letter serves to confirm my understanding of the changes and the impacts they may have on my monthly energy bill. I would appreciate receiving any additional information or a detailed breakdown of the new rates and the rationale behind these changes.

Please let me know if there are any required actions on my part or any options available regarding the new rate structure.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]