Subject line: [Utility name] IRP/rate case comment docket [Case number]

To: [Commission Name, comment on Docket No. [Case number]

I am writing to comment on [Utility’s proposed Integrated Resource Plan (IRP) or rate case] in Docket No. [case number].

[Utility]’s plan proposes to

[Summarize your top two or three concerns with the plan. For example, if this is an integrated resource plan, you can outline your objections to the utility’s continued reliance on coal power plants or a proposal to build a new gas plant. If this is a rate case, discuss your concerns about rate increases and their impacts on your community].

[Add in any additional concerns or impacts you would like the Commission to consider about the utility’s proposed plan or rate increase.]

[Add in any requests or concerns about procedural justice. For example, you can ask the Commission to hold in-person or virtual hearing ratepayer concerns, to extend the deadline to submit comments, etc. comments, etc].

[Re-summarize your main ask/concerns in two or three sentences.]

I ask that you request [Utility] make these changes in the IRP before approving the plan OR I ask that the Commission reject the utility’s plan/rate increase.

Sincerely,

Name

Address