

# Example Letter

**From:** *Current Electric Service Provider*

**Date:** *June 30, 2010*

**Subject:** Letter of Credit

To whom it may concern:

This letter shall serve as notice that *Customer Name* has established credit with *Current Electric Service Provider*.

<b>Account Number:</b>	<i>0123456789</i>
<b>Service Start Date:</b>	<i>07/13/09</i>
<b>Number of Months of Service:</b>	<i>12</i>
<b>Number of Late Notices Within the Last 12 Months:</b>	<i>0</i>
<b>Number of Disconnect Notices for Non-Pay:</b>	<i>0</i>
<b>Number of Return Check/ACH for Non-Pay:</b>	<i>0</i>

Kind Regards,

Authorized Representative  
Current Electric Service Provider