

Request for Utility Tariff Details

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to request detailed information regarding the utility tariff structure applicable for industrial usage at [Your Company Name]. We are currently evaluating our energy needs and planning for future operations, and a comprehensive understanding of the tariffs will assist in our decision-making process.

Please provide the following information:

- Current tariff rates for industrial users
- Any applicable taxes and fees
- Details of peak and off-peak rates
- Information on demand charges
- Discounts or incentives available for industrial customers

Should you have any forms or additional documentation necessary for this inquiry, please include them as well.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]