

Utility Performance Evaluation Review

Date: [Insert Date]

To: [Utility Provider Name]

Address: [Utility Provider Address]

Dear [Utility Provider Contact Name],

We are conducting a performance evaluation review for the utility services provided by your company during the past year. This evaluation is essential for ensuring quality service delivery and addressing any areas of improvement.

Evaluation Criteria

- Service Reliability
- Response Time to Outages/Complaints
- Customer Service Quality
- Billing Accuracy
- Regulatory Compliance

We request that you provide us with the necessary documentation and reports concerning your performance in the areas listed above by [Insert Deadline]. This will allow us to conduct a thorough assessment and provide constructive feedback.

Thank you for your cooperation and commitment to service excellence. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]