

# Request for Discussion on Commercial Utility Rates

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Utility Company Name]

Attn: [Contact Person's Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Contact Person's Name],

I am writing to request a discussion regarding the current commercial utility rates that our company is facing. As a valued customer, we have noticed significant changes in our bills over the past few months and would appreciate the opportunity to better understand the factors influencing these rates.

We are committed to maintaining a sustainable partnership with [Utility Company Name] and believe that an open dialogue will help us navigate these changes more effectively.

Please let us know your availability for a meeting, either in-person or virtually, at your earliest convenience. We look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]