

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to inquire about the fixed utility rate options available to me as a customer of [Utility Company Name]. I am interested in understanding the different plans you offer, particularly any that may provide stability in my monthly utility costs.

Could you please provide me with the following information:

- An overview of fixed rate plans available for residential customers
- The duration of each plan and any associated fees
- Details on how the fixed rates compare to variable rates
- Any potential penalties for early termination of a fixed rate plan

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

Sincerely,

[Your Name]