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# Appendix G Utility Letter of Request (Sample)

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Date

Mr./Ms.

Customer Service Representative

Name of Electric Utility or Cooperative

P.O. Box No. or Street Address

City, State, Zip Code

Dear Mr. or Ms.:

My farm has recently joined the AgSTAR Program. The AgSTAR Program is a voluntary effort jointly sponsored by the U.S. Environmental Protection Agency, the U.S. Department of Agriculture, and the U.S. Department of Energy. The program encourages the production of biogas from animal manures for utilization as a source of energy and to protect air and water quality.

As an AgSTAR partner farm, I am considering the production of biogas on my farm for use as a fuel for the generation of electricity as a small power producer. To complete my assessment of feasibility, I am requesting the following information for my farm, *Farm Name*, located at, *Street Address*, in *City, State, and Zip Code*. My account number is:\_\_\_\_\_.

1. A complete copy of my billing rate schedule.
2. My billing history for the last 12 months showing kWh consumed, peak demand, and associated costs for each billing period.
3. Copies of rate schedules and riders that apply to small (<200 kW) power producers that operate in parallel with the utility excluding peak shaving and other short-term interruptible rates.
4. The name, address, and telephone number of the appropriate contact person in your organization who is responsible for renewable energy projects and can answer questions about terms and conditions of a possible contract for interconnection and the sale of power to you.

Thank you for your assistance. We look forward to working with you in our effort to protect environmental quality and produce electricity from a renewable resource. Should you have any questions, please call me at \_\_\_\_\_.

Sincerely yours,

Note: The manager of environmental affairs and of public relations should be sent a copy of the letter.