

**APPENDIX D13.
Letter Notifying Customer of Notice Requirement**



October 1, yyyy

EC
Customer Name
Billing Address
City, ST, ZIP

Dear Customer:

This letter is to inform you about the Retail Access Service Rider's Notice Provision regarding customer Intent to Return to Full Service. This notice provision may require action on your part by December 1, yyyy if you intend to return to Detroit Edison's Full Service tariffs any time between 12/1/yy and 9/30/yz. **Note: Customers who do not intend to take Detroit Edison Full Service before September 30, yyyz should not respond to this letter.**

The notice provision is contained in Section 5. Term, Commencement & Return to Full Service of the Retail Access Service Rider, which states, in part:

- Retail Access shall have a minimum term of two years.
- Current Electric Choice Customers shall have until December 1, yyyy to provide notice of their intent to take full service from Detroit Edison during the following summer, defined as the billing periods from June 1 through September 30, yyyz. Submission of such notice obligates the customer to return to Full Service in the month specified and to take such service for one year.
- Any customer who provides notice by December 1, yyyy, and has completed the retail access minimum term, may return without additional MPSC approved charges.
- Any customer who provides notice for summer yyyz, but has not completed the retail access minimum term, shall be required to pay the higher of the applicable tariff energy prices or the market priced power charge for any power taken from the utility until they have completed the retail access minimum term.
- Any customer who fails to give notice for summer by December 1, yyyy and then takes Full Service during the summer shall be required to pay the higher of the applicable tariff energy prices plus 10%, or the market priced power charge plus 10% for any power taken from the utility (summer premium).
- Any customer, who fails to give notice by December 1, yyyy for summer yyyz, and then returns to Full Service will be asked to select a return pricing option: Option 1—12-month commitment, or Option 2—Short-term Full Service with Market Pricing. Such returning customers who select Option 1, and have completed their Electric Choice minimum stay, will return to normal tariff Full Service pricing for the non-summer months, but still must pay the summer premium in yyyz.

We suggest you access the Retail Access Service Rider at <http://www.dteenergy.com/pdfs/detroitEdisonTariff.pdf> (beginning on page 225) to assist you with your efforts to compare and evaluate available service options.

You must notify Detroit Edison, by December 1, yyyy, if you intend to return to full service on or before September 30, yyyz in order to avoid additional charges. The return to Full Service will be effective on the regular meter reading date in the specified month. For your convenience, a notice form is attached.

Notice may be submitted to Detroit Edison in writing in one of the following ways:

Mail to:
Detroit Edison Electric Choice
One Energy Plaza, Room 323 WCB
Detroit, MI 48226

FAX to: Electric Choice Customer Support
313-235-3700 or 313-235-0531

If you have any questions, please feel free to contact <[Detroit Edison at 1.888.235.3535](tel:1.888.235.3535)> **OR** <[Account Manager](#)> at <[Acct Mgr phone](#)>.

Sincerely,
Electric Choice Customer Support

Important Information About Return to Full Service & the Notice Form

1. The Notice Provision is governed by the Retail Access Service Rider, Section 5. Term, Commencement and Return to Full Service.
2. **Reminder: If you do not intend to return to Detroit Edison Full Service rates on or before September 30, yyyy, you should not return a notice form.**
3. We urge you to use the accompanying form to provide your notice since it helps to assure accurate account information is received.
4. **Part 1—Customer Information** is pre-filled with customer account information contained in our billing system. If you have multiple meters at your location, please note that due to space considerations, we have printed only one meter number in the meter section.
5. **Part 2—Customer Authorization** must be completed, signed and dated by an individual authorized to make changes to your account. Be sure to include return month (for example, “July”), and a contact phone number.
6. Return to Full Service will occur on the regular meter reading date of the month you specify. Your one-year commitment to remain on Full Service begins at that time.
7. Your Notice of Intent to Return to Full Service is binding, and may not be changed or revoked, for any reason, after the notice period ends December 1, yyyy. **We strongly recommend you review your AES contract Terms & Conditions as you consider this decision.**
8. You have the right to revoke or modify your Notice, in writing, before the notice period ends on December 1, yyyy.
9. Incomplete forms will be returned by U.S. Mail.
10. Notice forms must be faxed or postmarked by December 1, yyyy, in order for you to return to Full Service without additional cost (Market Priced Power charges).
11. We recommend you keep a copy for your records. If you fax your notice form, we recommend you keep a record of your fax transmission.
12. Detroit Edison will acknowledge receipt of your submitted notice form.



Notice of Customer Intent to Return to Full Service

Proper completion of the following form and submittal to Detroit Edison will provide notice of the identified Customer's intention to return to Full Service on or before September 30, yyyy In order to avoid certain Commission approved additional charges, Detroit Edison must receive this notice on or before December 1, yyyy if you plan to take Full Service any time during the summer billing months of June through September yyyy. Return to Full Service will occur on the regular meter reading date of the Return Month you specify below.

Please fill out the form below ensuring that all sections are complete and accurate. Upon completion, fax to **313.235.3700 or 313.235.0531** or mail to Detroit Edison Electric Choice, One Energy Plaza, 323 WCB, Detroit, MI 48226-1279.

PART 1 – CUSTOMER INFORMATION			
Customer/Company Name			
Service Address	City	State	ZIP
Detroit Edison Account Number		Detroit Edison Meter Number	
PART 2 – CUSTOMER AUTHORIZATION			
I, the undersigned, am duly authorized to make changes to the above indicated electric customer's account and hereby authorize and provide notice to Detroit Edison to return my accounts to Full Service on the regular meter read date of the month/year specified below.			
Return Month: _____, yyyy			
Name of Authorized Person (PLEASE PRINT)		Customer/ Company Name	
Authorized Signature		Title/Position (if applicable)	
Customer Telephone Number		Today's Date	

Please note:

1. Submission of this form commits the customer to return to Detroit Edison Full Service rates on the cycle read date of the billing month specified, and remain on such service for 12 months.
2. Forms must be postmarked or faxed to Detroit Edison on or before December 1, yyyy.
3. Failure to fill in all boxes in Part 2—Customer Authorization, will result in rejection of your notice form.
4. **Do not return this form if you do not intend to return to Full Service between December 1, yyyy and September 30, yyyy.**