

Scheduled Letter – Single-Phase – Complete Billing – Sample
(Subject to Change)

December 18, 2003

ABC Company
123 Joy Rd
Livonia, MI, 12345

Dear Customer:

This letter is to notify you that an Alternative Electric Supplier (AES) will supply energy for your electric service at 123 Any Street for meter number 1234567. *This is scheduled to take place on December 30, 2003.

You have chosen Supplier XYZ.

Detroit Edison will continue to be responsible for delivering the electricity to you. Therefore, any outages or other delivery problems should still be directed to Detroit Edison Customer Service at 1.800.477.4747.

Your AES has requested that Detroit Edison bill you on their behalf. Therefore, the bill will provide itemized detail for both your distribution charges and your energy charges. You will pay the total amount of the bill to Detroit Edison, who will then forward the portion of the payment due to Supplier XYZ.

If you have any questions regarding this, please feel free to contact Jane Doe at 1.313.123.4567.

Sincerely,

Electric Choice Customer Center

*Please note, your schedule date(s) could vary.