

**(Format for an Advice Letter to File Initial Tariff)**

*[Name and address of Company if not on letterhead]*

[Date]

Advice Letter No. [ ]

Doug Dean, Director  
Colorado Public Utilities Commission  
1560 Broadway, Suite 250  
Denver, Colorado 80202

Dear Mr. Dean:

The accompanying tariff issued by *[Name of Company]* *[d/b/a if applicable]* is sent to you for filing in compliance with the requirements of the Public Utilities Commission Proceeding No. *[Proceeding No. of your CPCN and/or Letter of Registration Application]*, Decision No. *[Decision No. that granted your CPCN and/or LOR]*, which granted *[Name of Company]* a Certificate of Public Convenience and Necessity and/or Letter of Registration, dated *[Mailed Date of Decision]*. The attached tariff applies to the following services: *[list the services, such as local exchange, advanced features, switched access, operator services, etc.]*

Colo. P.U.C. No. [ ]

Original Page No. 1 through Original Page No. [ ]

It is desired that the tariff accompanying this advice letter become effective on *[date]*.

Enclosed, are an original plus three (3) copies of the Advice Letter and the accompanying tariff sheets. *[Unless this filing is made through the Commission's E-filing system, an original and three copies of paper filings are required.]*

Please contact *[name of person]* on *[telephone number]* *[email address]* if you have any questions regarding this filing.

Sincerely,

*[Authorized Officer or Agent]*  
*[Title]*

cc mailed to:

Office of Consumer Counsel  
1560 Broadway, Suite 200  
Denver, CO 80202

Revised 11-16-2018