

(Format for Advice Letter to Change a 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 sheet, issued by *[Company Name]* *[d/b/a if different than Company Name]* is sent to you in compliance with requirements of Public Utilities Law.

Colorado PUC Tariff No. []

Page	Revision	Cancels	Revision
No.	No.	Page	No.
No.	No.	No.	No.

The purpose of this filing is *[provide a brief explanation]*

The proposed effective date of this filing is *[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