

NATURAL GAS NON-RESIDENTIAL CUSTOMER NOTIFICATION – Option 1

Dear Name of Municipality Business Customer:

Name of Municipality has passed an ordinance or resolution (If part of a larger program [to join with neighboring towns to establish the Name of Aggregation Program, e.g. Essex County Aggregation Program]) which would permit the aggregation of residential and non-residential customers in Name of Municipality for the purpose of purchasing natural gas at rates lower than currently available from your natural gas utility. Municipality /County will combine the load of all participating customers and seek competitive bids from licensed suppliers to provide this supply service. By law, we cannot accept a bid for residential service unless it is a rate that is equal to or lower than your utility currently charges for the gas supply portion of a residential customer's bill. As a non-residential customer, the same legal requirements do not apply. However, we believe that the volume of natural gas for which we will be seeking bids will be attractive to suppliers and should result in very competitive prices. [Add specific language on how non-residential bid will be evaluated and criteria for acceptance, if any] This is an exciting opportunity to join with your neighbors and save on your utility bill.

The aggregation program is only for the gas supply portion of your natural gas service. The delivery portion will continue to be provided by utility name at regulated rates and utility name will continue to provide all emergency and safety services. Utility name will also continue to provide customer services such as meter reading, billing<sup>1</sup> and service restoration.

The Name of Aggregation Program has been structured to provide customers with maximum possible savings at a minimum of risk. The program will last for length. If the bidding process is successful, you will be notified of the name of the new gas supplier and the date on which service will begin. (Add if applicable [If for any reason you are dissatisfied with the new supply service, you have the right to leave the aggregation program at any time that you choose<sup>2</sup>]).

**As a non-residential natural gas customer that has not chosen a Third Party Supplier for your gas supply service, you must sign and mail the attached response card by date in order to be included in the Name of Aggregation Program. (The date shall be equal to 30 calendar days after the postmark on the notice.) (If another method of opting in is offered to the customer, that method may be described here.)**

Please note that by choosing to be included in the program, you are authorizing LDC Name to release information regarding your historical usage over a 12 month period to Name of Municipality or Name of Lead Agency.

Additional information about government aggregation can be obtained from your municipal office at address or from Utility Name at xxx-xxx-xxxx. If you have a specific question concerning the program outlined above, you should contact name (municipal contact) by phone at xxx-xxx-xxxx or by e-mail at xxxx@xxxx.xxx for additional information.

Sincerely,

(Town/County Official)

<sup>1</sup> Other billing arrangements may apply for customers who do not remain current with their utility payments.

<sup>2</sup> Switching out of the aggregation program is subject to State-approved processes and time delays.