

*****SAMPLE LETTER OF INTENT*****
*****SUBMIT NO LATER THAN 1/18/19*****
*****SEND TO PlanningTaskForce@naruc.org*****

[Organization/Agency]

[Date]

To: Danielle Sass Byrnett, NARUC
Rodney Sobin, NASEO

Re: Letter of Intent to Participate in NARUC-NASEO Comprehensive Electricity Planning Task Force

Dear Ms. Byrnett and Mr. Sobin:

I am writing to formally express a request by [state] to participate in the NARUC-NASEO Task Force on Comprehensive Electricity Planning, on behalf of the [public utilities commission] and [state energy office].

The individual participants representing these agencies will be [up to 3]:

- [Name, position, agency]
- [Name, position, agency]
- [Name, position, agency]

Our state appreciates that limited travel stipends are available and [will / will not] need this financial assistance to participate.

The individuals involved understand that participation requires a commitment to:

- Attend and constructively engage in all four in-person Task Force workshops over two years (tentatively planned for April and October 2019 and April and October 2020).
- Create a state-specific plan to apply insights from the Task Force at the conclusion of the process (format TBD).
- Take part in a needs assessment call in early 2019, a midpoint check in 2020, and a post-Task Force follow up call at the conclusion of the initiative in early 2021.

Joining the NARUC-NASEO Task Force on Comprehensive Electricity Planning will be valuable to our state because...

The NARUC-NASEO Task Force will benefit from our state's participation because...

Sincerely,

[NAME(S)]

[AGENCY(IES) (PUBLIC UTILITIES COMMISSION, STATE ENERGY OFFICE, OR BOTH)]