

[ECW LETTER HEAD]

[DATE]

[RECIPIENT ADDRESS]

Dear Mr/s. _____:

I am writing to you to request consumption-history data for <**Number of Accounts**> residential customers served by your utility. The purpose of this request is to help the U.S. Department of Energy evaluate the performance of the national Weatherization Assistance Program, which is a program that installs energy efficiency measures in the homes of low-income clients. A primary component of the evaluation is determining the electricity and natural gas savings achieved by the program. We are making these data requests of utilities around the nation based on utility account information provided to us by local weatherization agencies.

In order for us to determine the energy savings impact of the Weatherization Assistance Program, we are requesting monthly usage records from the present back to January 2006 (or later, if your billing system does not maintain readily-available histories back that far), in a format similar to the example attached here.

While we do have a specific preferred electronic format for the data, we can also accommodate electronic data in other formats, as well as hard-copy usage histories. You can find additional information about the data elements and data format that we are requesting on the evaluation web site at: **{URL for utility data requests}**.

Note that we are only requesting usage histories for program participants who have signed a form releasing their utility billing records. We have copies of those releases on file. We can provide a sample or, if needed, copies of all release forms for the requested accounts.

A member of the evaluation team will contact you in the near future to discuss the details of this data request.

Thank you for your cooperation in this important endeavor.

Sincerely,

[SIGNATURE OF ECW LEAD FOR THAT UTILITY: CLAIRE COWAN OR NICK SAYEN]