**PROJECT NO. XXXXX**

**TITLE OF PROJECT § PUBLIC UTILITY COMMISSION**

 **§ OF TEXAS**

**COMMENTS OF \*INSERT NAME OF YOUR ORGANIZATION\***

NOW COMES \*INSERT NAME OF YOUR ORGANIZATION\*, and files these comments relating to \*INSERT PROJECT NUMBER, WRITTEN COMMENT REQUEST, ETC…\*.

**Executive Summary**

Review and summarize key points from introduction and comments sections…

**Introduction**

Provide background on your organization…

**Comments**

Provide your prepared comments…

**Conclusion**

\*INSERT NAME OF YOUR ORGANIZATION\* appreciates your consideration of the important issues discussed in these comments and stands ready to participate as the proceeding moves forward.

Respectfully Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

POSITION TITLE

ORGANIZATION/COMPANY

EMAIL ADDRESS