

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E  
A D D R E S S L I N E 1  
A D D R E S S L I N E 2  
C I T Y , S T A T E Z I P C O D E

Re: Cable Regulation

Dear :

Enclosed herewith please find the Resolution which we discussed on the telephone this morning. This Resolution provides that the City will follow the FCC Rules in regulating cable rates and that the City will consider the views of interested parties during the regulation process. I am planning to attend the meeting on Tuesday so that I can answer any questions which you or the counsel members might have.

After our conversation this morning, I reviewed my file so I could determine how I previously provided you with an incorrect Resolution. In reviewing my file, I found a copy of my letter dated , along with a copy of the Resolution which was enclosed with my letter. These documents are attached and the Resolution appears to be the correct one. I am still not certain how you could have gotten the incorrect Resolution, but sincerely apologize for any inconvenience this may have caused.

Also, I appreciate you signing the FCC Complaint form. We faxed a copy of the complaint to the FCC today and are also forwarding them the original in the mail. We have also this day forwarded a copy of the complaint to Cable pursuant to certified mail, return receipt requested. As I explained in our telephone conversation, we need to file this complaint in order to have the FCC regulate the upper tier of rates and take advantage of the seven percent (7 %) reduction in cable rates that was announced by the FCC earlier this week.

I look forward to seeing you on . In the meantime, if you have any questions or if I can assist in any way, please do not hesitate to call.

Sincerely,

By:

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