

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

<date>

Honorable <Name>  
Mayor of the City of  
<address>  
<address>

**Re: Form 1210**

Dear Mayor <Name>:

I have reviewed the following form submitted by \_\_\_\_\_ County \_\_\_\_\_ with regard to cable rates to the City of \_\_\_\_\_ .

1. Form 1210 for Third Quarter of \_\_\_\_\_ ;
2. Form 1215 for Third Quarter of \_\_\_\_\_ ;
3. Form 1210 for Fourth Quarter of \_\_\_\_\_ ;
4. Channel Line Up as of \_\_\_\_\_ , \_\_\_\_\_ ; and
5. Rate Card as of \_\_\_\_\_ , \_\_\_\_\_ .

In these filings \_\_\_\_\_ had declared its intention to move from a single tier system to a multiple tier system. Under \_\_\_\_\_ 's new format, there will be a basic tier of service consisting of 10 channels and an expanded tier which includes the basic channels plus an additional 40 channels. Under \_\_\_\_\_ regulations, the City of \_\_\_\_\_ is only entitled to regulate the lowest level of cable service. In \_\_\_\_\_ 's case this would be the limited basic tier or service. However, it should be remembered that everyone that receives the expanded tier of service or "full basic" also receives the limited basic and therefore the City of \_\_\_\_\_ can regulate the basic portion of the "full basic" package.

The filings by \_\_\_\_\_ appear to be in accordance with \_\_\_\_\_ rules and regulation and establish a maximum permitted rate for the basic tier of \$ \_\_\_\_\_. Even though \_\_\_\_\_ intends to only charge \$ \_\_\_\_\_ for basic service, it is seeking to justify the maximum rate of \$ \_\_\_\_\_. Since

intends to charge a rate equal to or less than the permitted rate, the City of \_\_\_\_\_ essentially has no alternative but to approve the rate request. I do, however, have a question as to whether the City should approve the rate at the permitted level of \$ \_\_\_\_\_ or at the rate of \$ \_\_\_\_\_, which intends to charge. Legally, \_\_\_\_\_ is entitled to charge the higher rate of \$ \_\_\_\_\_. However, I would recommend that the City simply approve the rate at \$ \_\_\_\_\_.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

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