

## SAMPLE ATTESTATION LETTER

[Date]

Alberta Utilities Commission  
10th Floor, 10055 106 Street  
Edmonton, Alberta T5J 2Y2

Alberta Utilities Commission  
1400, 600 Third Avenue SW  
Calgary, Alberta T2P 0G5

Attention: Fino Tiberi  
Executive Director, Market Oversight and Enforcement

Dear Mr. Tiberi

**Re: [company name]’s Utility Payment Deferral Program Attestation Letter**

Please accept this attestation letter acknowledging that I have reviewed the [company’s] application for the Utility Payment Deferral Program and the following attachments:

- The Utility Payment Deferral Program Spreadsheet
- *[electric service provider or natural gas service provider to list any other attachments]*

I confirm that all of the calculations and the total loan amount requested for [date, such as March 18, 2020 to May 8, 2020] have been determined in accordance with [the company’s] records and the current information on the enrolled customers in the program. As such, I affirm that all data included in the application and attachments are correctly stated and reflect the existing records of the company.

I further affirm that the application filed is complete and is consistent with the Commission’s requirements set out in Bulletin 2020-19: Requirements for Utility Payment Deferral Program Applications for Funding and the *Utility Payment Deferral Program Act*.

Should additional information be required, please contact [company representative] at [phone].

Sincerely,

[Name]

[Title of senior officer i.e., president, chief operation officer, chief financial officer, vice-president finance, managing partner, general manager]

[Company Name]

[Company Address]