

**SAMPLE LETTER FOR BOMA MEMBERS TO USE TO OPT OUT OF
COMMUNITY CHOICE AGGREGATION**

Date

Ms. Susan Leal, General Manager
San Francisco Public Utilities Commission
1155 Market Street, 11th Floor
San Francisco, CA 94103

Dear Ms. Leal:

As you know, the City is moving forward with the establishment of a Community Choice Aggregation plan to have you purchase electricity for the private sector in the near future. As part of that plan, private property owners have the right to “opt out” of the program and remain with the local utility.

I represent (fill in your company name and your building address(es) here). Due to the very uncertain future obligations that might occur under any CCA plan which could potentially adversely affect my property’s operational costs, I respectfully request that you remove this property (or these properties) from further consideration as a part of the proposed San Francisco Community Choice Aggregation program and acknowledge receipt of such notification as permitted by Rule 23.1.3 of the California Public Utilities Commission’s CCA rules.

Thank you very much.

Your name + title