**[Today’s Date]**

Attention: [Insert Company Name] Utility/Supplier (e.g. electricity, natural gas, water, sewage, etc.)

**RE: [Insert Company Name] (the “Company”)**

To Whom It May Concern:

[Insert Company Name] has engaged Insight Sourcing Group (“ISG”) as its utilities consultant for its facilities and/or locations.

Please accept this “Letter of Agency” as your authorization to respond to Insight Sourcing Group in all matters pertaining to the Company’s utility account identified above or provided separately. Please recognize Insight Sourcing Group is authorized to exclusively act on the Company’s behalf in the negotiation of refunds, procuring more cost-effective rates going forward, as well as acting as our agent in procuring deregulated utility supply. Company must provide written authorization prior to ISG submitting any agreements on Company’s behalf. Upon the execution of an energy supply contract by Company, Company agrees and authorizes ISG to collect an adder for the accounts listed on energy supply contract.

You are hereby authorized to deliver to ISG any requested copies of billing records, equipment and/or service records, facility contracts and/or other items related to the aforementioned utility billing areas. Furthermore, ISG is authorized to act on our behalf regarding ordering consumption information, metering information and duplicate bills.

This letter of authorization is valid for all of Company’s facilities and/or locations until further written notification.

If you have any questions, please do not hesitate to call me at the phone number below.

Thank you for your cooperation.

Very truly yours,

Contact name:

Company:

Address:

Phone: