**Sample Email/Letter Notifying Residents of CCA**

Dear Resident,

On [date], the [Town Board/Village Board/City Council] of [Municipality] passed a resolution to participate in a new energy program on behalf of its residents and small businesses. The program is called Community Choice Aggregation, or CCA, which allows towns, villages, and cities to buy electricity and natural gas in bulk to **save everyone money on their energy bills and supply more renewable energy to our communities**.

The Department of Public Service Sustainable has granted permission to the cities, towns, and villages countywide to implement a program here in Westchester. **This is first program of its kind in New York State.**

You will continue to receive only one bill from [utility] and they will still be responsible for the transmission and delivery of your power and gas, including outage repairs. However, your power and gas will now be purchased from a competitive supplier, and the rates will be negotiated on your behalf through a selective bidding process. **Only bids that offer residents lower rates than you have been paying with [utility] will be considered**.

In the coming months, you will be receiving further details in the mail about the program, including instruction for how to opt out of the program if you wish to stay with [utility]. The opt-out process will be simple and quick.

If you are already buying your power from a private supplier, you will be completely unaffected. However, if you do wish to enroll, you may simply opt in at any time. We do caution you, however, to consult your current contract with regards to early termination or exit fees.

If you have any questions or comments, please feel free to contact Sustainable Westchester at xxxxxxxx or [municipality contact] anytime. Thanks and have a great day.

