

SAMPLE FORMS
Collection Notices
Proof of Claim, Form No. 6620

Sheet 1

(See Attached Form)

(TO BE INSERTED BY UTILITY)
ADVICE LETTER NO. 2371
DECISION NO.

ISSUED BY
Nancy I. Day
Vice President

(TO BE INSERTED BY CAL. PUC)
DATE FILED Oct 25, 1994
EFFECTIVE Dec 8, 1994
RESOLUTION NO. _____

PROOF OF CLAIM

Account Number:
Service Address
City, State & Zip Code
Disputed Amount:

Dear _____

As stated in the attached Disputed Account Declaration, the Southern California Gas Company requires documentation to establish your place of residency from (date) to (date). The acceptable types of documentation include any of the following as applicable:

- o Utility Bills
- o Account Statements (e.g., bank, medical)
- o Deed of Trust, Grant Deed or Property Tax Statement
- o Rental Agreement or Notice of Termination of Tenancy
- o Student Records
- o Insurance Bills
- o Other _____

Please return your documentation with the Disputed Account Declaration by (date). If it is not received by the required date, your claim will be closed and you will be held responsible for the gas charges.

IMPORTANT: If you currently have a gas account with the Southern California Gas Company, this information must be returned to prevent possible interruption of service.

Again, if you have any questions, please call us at (xxx) xxx-xxxx.

Sincerely,

Closing Bill Unit