

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Company  
Address  
City, State Zip Code

Re: Cable Television Consumer Protection  
and Competition Act of 1992

Dear Name:

Enclosed is a copy of the letter I have sent to Mayor Name. I believe the letter is self explanatory. Name has done considerable study of the new act and the rules and regulations implemented by the FCC. We believe we can assist you and your City in taking the steps necessary to regulate the cable TV rates and service in Name.

We would welcome the opportunity to meet with you and the Mayor at your convenience. As time is of the essence if Name is to take full advantage of the provisions of the Act, please call and discuss this matter. We will be happy to come to Name within the next few days if you desire.

Sincerely,

Name

/

Enclosure

# Sample Letter Forwarding Documents

**M. Anees Chishti**



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