**Sample e-mail for Alberta TFO Restoration Plan Submittal Review request\***

(\* Submittal and reviews related to ISO Rule 305.3, Alberta Reliability Standard EOP-006)

To: SystemControllerProcedures@aeso.ca

From: John.Smith@ABC.ca

Subject: ABC System Restoration Plan – ABC Co. – Annual Review Request

Attachment: ABC Company System Restoration Plan (red-line to existing plan).doc

 ABC Company System Restoration Plan (new plan).doc

Please find attached ABC Company’s system restoration plan. Proposed effective DD-MMM-YYYY

-----------------------------------------------------------------------------------------------------------------------------------------

Review requested:

[x]  Annual Review by the ISO (including approval or disapproval) per the TFO’s annual review schedule

[ ]  (future request related to EOP-005) 90 day review due to a permanent change

Summary of revisions to existing restoration plan:

* Added substation 100
* Updated phone numbers

-----------------------------------------------------------------------------------------------------------------------------------------

Withdrawal of review request:

[ ]  Annual Review by the ISO (including approval or disapproval) per the TFO’s annual review schedule

Reason for withdrawal of restoration plan for ISO review:

-----------------------------------------------------------------------------------------------------------------------------------------

[ ]  Please acknowledge receipt of this e-mail

For questions regarding this plan/procedure please contact:

John Smith

ABC Company

Ph. 403-111-1234

Email john.smith@ABC.ca