[your name]

[your address]
[your address]
[your address]
[postcode]

Email: [your email]

Phone: [your phone number]

[date]

Secretary of State for Business, Energy and Industrial Strategy

Green Deal Team,

6th Floor, 1 Victoria Street,

London,

SW1H 0ET

Dear Secretary of State

**ESCALATION OF GREEN DEAL COMPLAINT RELATING TO HELMS**

**GREEN DEAL PLAN ID: [insert here]**

I am writing to request a review of a complaint I made to the Green Deal Finance Company (GDFC) regarding the mis-selling of my Green Deal Plan by HELMS.

The GDFC have offered me [*insert what they offered*], please see a copy of letter from GDFC attached. However I feel that all of my Green Deal liability should be removed as I would never have agreed to take the Green Deal had I been given full and accurate information.

[only use this paragraph if you transferred your feed-in tariff] Additionally, I am not in receipt of my Feed in Tariff for the solar panels that were fitted.

I would gratefully request that you review the complaint and consider a full write off of my Green Deal liability with further consideration to a refund of monies already paid.

Please do not hesitate to contact me if you require any further information or additional supporting evidence.

Yours sincerely

[sign and insert name]