

Letter of authority



Today's date:

Dear Sir or Madam,

Please enter your account reference number as it appears on your bill:

.....

I'm writing to let you know that, with immediate effect, and until 12 months after today's date as shown above:

1. I authorise **Haven Power Limited** to act on my behalf in the termination of the electricity supply to the Supply Address and Meter Point Administration Number (MPAN) detailed overleaf.
2. I also authorise **Haven Power Limited** to act on my behalf in getting the following information from you, as my existing supplier, in relation to my electricity supply:
 - a. The end date of the current contract with you
 - b. The notice period that you require
 - c. The form(s) of termination that you accept
 - d. The reason for the objection (if applicable)
3. I may withdraw the authorities set out above by notifying you in writing.

Thank you for your cooperation in this matter.

Yours faithfully,

Authorised Signature

Signatory's name
(print clearly)

Position held in Company
(if applicable)

On behalf of (if applicable)

Please enter your MPAN(s) - the 21-digit number that appears on your bills - into the box(es) to the right:

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Please enter your existing supplier's name and address:

Name:

Address:

Town or City:

County:

Postcode:

Please enter your organisation's name and business address:

Name:

Address:

Town or City:

County:

Postcode:

If you have one, please enclose your company letterhead.

Please enter your account reference number as it appears on your bill:

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If a limited company, please also enter your registered address and company number:

Address:

Town or City:

County:

Postcode:

Company number:

Your existing supplier provides electricity to the following **Supply Address:**

Address:

Town or City:

County:

Postcode:

Please enter your MPAN(s) - the 21-digit number that appears on your bills - in the box(es) to the right:

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