

Letter of termination

Today's date:

Dear Sir or Madam,

In accordance with the terms of my electricity supply contract with you for the Supply Address and Meter Point Administration Number (MPAN) detailed overleaf, I'm giving you a minimum of 30 days' notice of termination.

While I've retained proof of delivery of this notification (in the form of an email), I'd also appreciate having your written confirmation that you've received the following:

1. Termination Notice Authority

I authorise you to take this notice as confirmation that I wish to terminate my supply agreement with your company for the MPAN detailed overleaf.

2. Termination Date

The effective date of the termination is

3. Industry Objections

I fully understand the implications of the industry's 'right to object' clause.

I don't anticipate any reasons for your company to raise objections about, or delay transfer of, our supply to a new supplier, on any grounds.

I've fully complied with my obligations under our existing contract.

I'll be happy to settle my account with you in full, once your company has supplied us with a fully reconciled final account.

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)

Enter your MPAN (the 21-digit number that appears on your bills) in these boxes:

S				

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.

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:

Enter your MPAN (the 21-digit number that appears on your bills) in these boxes:

S				