

Notice of Termination

Your company's letterhead

To: Supplier address¹

Date

NOTICE OF TERMINATION – for location/s.....

MPAN(S)²:

Account Number/s:

To whom it may concern,

Please accept this letter as written notice as per your terms and conditions, that I wish my current contract(s) for the above MPAN No(s) to expire on their said termination date(s).

Please confirm receipt of this letter.

Yours faithfully,

Your name

1. You can find your suppliers address on your invoices and/or their terms & conditions.
2. Your MPAN is the bottom line of numbers of your Electricity Supply Number e.g.

S	06	807	401
	20	56	5058 284

You should include all MPAN's that are relevant.