 

To : [enter your supplier’s address here] – see our website for supplier’s addresses

From : [enter your company details here]

Date : [enter today’s date]

Dear sirs,

**Re: Electricity Termination Notice for Contract Number [enter your contract reference here]**

We wish to invoke our termination contract notice for the above contract.

Our meter number is :

|  |  |  |  |
| --- | --- | --- | --- |
| **S** |  |  |  |
|  |  |  |  |

Our supply address is : [enter your supply address]

Please formally acknowledge this termination by return post.

Yours faithfully

[enter your name, position and company name]

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