[Pick the date]

McKenna, Sarah

Northern Powergrid

Type the sender company address and telephone number.

**IMPORTANT INFORMATION – PLEASE READ**

[Type the recipient name]

[Type the recipient address]

Unregistered Supply Immediate Action Required

Dear Sir/Madam

Northern Powergrid is the local electricity distribution network company for the North East, Yorkshire and northern Lincolnshire. We are responsible for the electricity network including the overhead power lines and underground cables that transports your electricity. We are not your electricity supplier and you do not pay us directly for the energy you use.

An important part of our role is keeping accurate records of the {6} million customers supplied by our networks – every home, shop, office and factory. The reason for me writing to you is that we cannot find any record for your premise. We require some urgent information from you to help us resolve this query.

The information you provide may allow us to identify your premise correctly. Alternatively, if your premise remains unidentified and you are not registered with an electricity supplier we will create a unique reference number (MPAN) for the property. You must then promptly make contact with your chosen electricity supplier to complete a supply contract and also agree your connection arrangements.

Yours Faithfully

McKenna, Sarah

[Type the sender title]

Northern Powergrid

**Please complete the information below and return to us in the free post envelope provided:**

Our reference:N/A

|  |  |  |
| --- | --- | --- |
| We have written to you regarding the electricity supply at the following address: | «Prs\_Address\_Line\_1»  «Prs\_Address\_Line\_2»  «Prs\_Address\_Line\_3»  «Prs\_Address\_Line\_4»  «Prs\_Address\_Line\_5»  «Prs\_Address\_Line\_6»  «Prs\_Address\_Line\_7»  «Prs\_Address\_Line\_8»  «Prs\_Address\_Line\_9»  «PRS\_POSTCODE» | Please provide address below if incorrect: |

|  |  |
| --- | --- |
| Your Name |  |
| Mobile telephone number |  |
| Day time telephone number |  |
| Email address |  |
| If you are not responsible for the electricity supply at the address above, please give details of the person responsible (if known) |  |
| Is this address currently using electricity? | Yes/ No  (please delete as appropriate) |
| Have you ever received an electricity bill for the above property? | Yes/ No  (please delete as appropriate) |
| If you have answered ‘Yes’ to question 2 could you please provide the 13 digit reference number from your bill this is a grid of numbers prefixed by a bold black S. (this will begin with 15 or 23) |  |
| How long have you been at the address or owned the property? | \_\_\_\_\_  years    \_\_\_\_\_  months |
| Please provide the meter serial number (this is located on your electricity meter) |  |

Please insert the name of your electricity supplier in the box below (or preferred electricity supplier if you do not have one):