[Pick the date]

Name

Company Name

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

Your Meter Point Administration Number (MPAN):

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 supply your electricity. We are not your electricity supplier and you do not pay us directly for the energy you use.

Our records show that the address listed above has an electricity connection and in order to use this you need a contract with an electricity supplier. We have no record of the supply to this property being registered with an electricity supplier.

**WHAT YOU NEED TO DO** – **WITHIN 14 DAYS FROM THE DATE OF THIS LETTER**

**Step 1** Find a recent electricity bill if you have one and let us know by either telephone or email who your supplier is and confirm that the MPAN above is correct.

**Step 2** Ring your electricity supplier – inform them that you have received this letter from [Distributors Company Name].

**Step 3** Ask them to take the required action to update [Distributors Company Name] records.

**Step 4** Contact us by telephone / email or letter using the contact details provided at the top of this letter to tell us if you are not currently receiving bills or if you do not have an electricity supplier for your property or if you are waiting for your chosen electricity supplier to contact you.

If you are in the process of getting contract with an electricity supplier please ask them to contact us urgently with confirmation that the supply to your property is being registered.

**Failure to take appropriate action may result in the electricity supply to the premises being cut-off. Please note that there may be costs involved in the disconnection and reconnection of the supply.**

Yours Faithfully

Name

[Type the sender title]