[Pick the date]

Name

Distributor

Type the sender company address and telephone number.

**IMPORTANT INFORMATION – PLEASE READ**

[Type the recipient name]

[Type the recipient address]

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.

A letter was recently sent to you asking for details of your electricity supplier, but there is still no electricity supplier registered for the above property in the central industry systems. The laws and industry rules under which we operate permit us to cut-off the supply of electricity to properties for which there is no electricity supply contract. Please note there may be costs involved in the disconnection and reconnection of the supply. Please find attached a letter with the steps on how to register with a Supplier.

**Please note that we are unable to give advice on a choice of Supplier however****further information can be found on the Citizens Advice website:**

<https://www.citizensadvice.org.uk/consumer/energy-supply/>

Under S17 of the Electricity Act we are required to provide you with a minimum of seven days’ notice of our intention to cut-off your supply and you should consider this letter as that notice. Arrangements are now being made for an engineer to visit your property in order to cut-off the supply to the property (which we may do even if you are not present when we visit).If you are in the process of registering with an electricity supplier please ask them to contact us urgently with confirmation that your premises is being registered. If you are experiencing difficulty contacting a supplier we may be able to assist you by providing contact details for your chosen supplier.

Yours Faithfully

Name

[Type the sender title]

Distributor