Example Letter – change items in red for your own company

4 My-street,

My-town, MM1 4TV

Today’s date

Dear Sirs,

**RE: CONTRACT NUMBER BE0912321392**

Please accept this letter as formal notice to terminate our current electricity supply contract under contract number BE0912321392 dated 31/05/14. This is for the meter with MPAN number 00-845-123 / 22-1234-4321-22 at the address mentioned above.

Please confirm in writing you have received this notice of termination.

Yours faithfully  
Daniel Smith

Director Business Energy Limited

The addresses to send your letter are on the next page.

**We guarantee to beat your renewal letter electricity and gas rates**

[**Get an online quote now – click here**](https://www.businessenergy.com/energy-quote/)

Major Power Companies Addresses for Termination

British Gas Business,

The Retention Team,

Spinneyside,

Penman Way,

Grove Park,

Leicester. LE19 1SZ

EDF

SME Sales Team

EDF Energy Freepost RRYZ-BRTT-CBJS

Osprey House

Osprey Road

Exeter. EX2 7WN

EON

Contract Terminations

PO Box 9042

Sherwood Park

Annesley

Nottingham. NG15 5AZ

NPower Direct Limited

Renewals Team

2 Princes Way

Solihull

West Midlands. B91 3ES

Opus Energy Customer Service

Royal Pavilion

2 Summerhouse Road

Northampton. NN3 6BJ

Scottish Power

SME Contracts Manager

Business Sales, Section 11 Zone 23

Cathcart Business Park

Glasgow. G44 4GP

SSE PLC

Business Energy Sales

PO. Box 6302

Winchester Road

Basingstoke

Hants, RG21 8ZU