|  |  |
| --- | --- |
|  | competent authority logo |

${(account.legalEntityName)!"N/A"}

${(currentDate?date?string("d MMMM yyyy"))!"[Date not provided]"}

**Permit number:** ${(permitId)!"[Permit ID not provided]"}

**Installation name:** ${(account.name)!"[Installation name not provided]"}

**Notification reference:** ${(workflow.requestId)!"[Reference ID not provided]"}

**Date of cessation:** ${(params.cessationDate)!"[Date not provided]"}

Dear Operator,

\*\*Placeholder content will be updated by regulators.\*\*

[#if account.emitterType == "GHGE"] [#if params.isWholeInstallation == true] \*\*Placeholder content for if Scope of the cessation is Whole installation, including sub-installations.\*\* [/#if] [#if params.isWholeInstallation == false] \*\*Placeholder content for if Scope of the cessation is Sub-installations only. \*\*[/#if] [/#if]

${(params.additionalInformation)!""}

If you should require any clarification of the above, please do not hesitate to contact a member of the Emissions Trading Team either directly or by e-mail to ${(competentAuthority.email)!"[Email not provided]"}.

Yours sincerely

signature

${(signatory.fullName)!"[Full name not provided]"}

[#if params?? && params.ccRecipients?has\_content]

CC: [#list params.ccRecipients as cc]»«${cc} [#sep], [/#sep]»«[/#list]

[/#if]