



<<Customer Name>>

<<Customer Billing Address>>

<<Date>>

Contact us

Customer Services

From Landlines: **0800 953 4774**

Mon – Fri 08:00 – 20:00, Sat 09:00 – 17:00

Online: **www.extraenergy.com**

Dear <<insert title>> <<insert surname>>,

We need a current meter reading

A meter reader appointed by extraenergy recently attempted to read your meter, but was refused access as you advised that you're not supplied by extraenergy.

We can confirm that extraenergy are your current <<electricity/gas and electricity>> supplier. You can verify this by contacting your local distribution network operator, their details can be found at the end of this email. If you've made no attempts to switch to extraenergy, please contact us.

As your energy supplier, it's important that our engineer is provided access to your meter point in order to obtain a reading and ensure your meter is safe.

Please provide us with a current meter reading to prevent us from using estimated reads to calculate your bills.

You can send us your current readings by using either of the following options:

By email

You can simply reply to this email with the following information:

- The meter point reference number (MPRN) / meter point administration number (MPAN)
- The date the read was taken
- The meter read itself

Online portal

You can also log into your My extraenergy online portal to enter your meter readings at **www.extraenergy.com/myextraenergy**

If you haven't already registered for this service, please visit **www.extraenergy.com** and follow the simple on-screen instructions. Here you'll be able to view your account and submit meter readings.

Once we have your new readings, we'll make sure your bills and statements are correct. If you've already sent us meter readings recently, you don't need to send them again, but please do continue to submit readings as frequently as possible.

Yours sincerely,

Ben Jones
Managing Director of Operations
extraenergy