**Your Organisations Headed Paper**

**Please ensure registered address is shown**

Today’s Date

Utility Aid Ltd

Union Building,

Rose Lane,

Norwich, NR1 1BY

Registered in the UK & Wales. Company number: 04408718

**Ref as per the attached schedule.**

We hereby appoint and authorise Utility Aid Ltd as our nominated Energy Consultant to receive all information relating to our electricity/ gas/ water contracts supplied to our various premises by your company.

Please furnish Utility Aid Ltd with any and all information they request on our behalf by return including current contract end dates, notice period required and full supply number and or MPR number.

Please note Utility Aid are not authorised to place contracts on our behalf, however can give termination notice if required.

If unable to comply with this request please call Free Phone 0808 1788 170 to explain why.

This LOA is valid for 36 months from the date printed above

Sincerely,

Email:

Contact Number:

Hand Signature

Name Printed

Job Title

Charity/Company Number