

Format for Intimation to Consumer after Termination of Agreement

Licensee's Office
Office Address

Date. _____

Service Connection No. _____

_____ (Name of consumer)

_____ (Address of consumer)

This is to inform you that an agreement dated _____ against Service Connection No. _____ between yourself and _____ (name of Licensee) regarding supply of _____ kW/MW (contracted load) in the _____ consumer category has been terminated w.e.f _____ (date) on account of _____ (reason)

Your supply has been disconnected permanently.

After final adjustment of all charges and energy bills an amount of:

1. Rs. _____ is payable to you for which Cheque No. _____ is enclosed.
2. Rs. _____ is due from you. You are requested to pay the amount within a week of receipt of this letter, failing which, action as prescribed under the law shall be initiated for recovery of the amount.

Thank you.
Sincerely,

Signature / Seal of Licensee's representative
Name and Designation:

Mobile No.