

SIMPLY COPY AND PASTE THE INFORMATION BELOW ONTO YOUR COMPANY LETTERHEAD.

Monday, March 28, 2011

British Gas Business
The Retention Team
Spinneyside
Penman Way
Grove Park
Leicester
LE19 1SZ

Dear Sirs

MPAN: insert YOUR MPAN or MPANs here

The MPAN numbers above are under contract with you at present. Please note that I hereby give my required termination notice period as set out in accordance with my terms and conditions, which is to take effect at my Contract End Date.

Please can you kindly acknowledge receipt of this letter in writing by registered post?

Yours faithfully

SIGN AND INSERT YOUR NAME AND POSITION