

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

Monday, March 28, 2011

SME Contracts Manager
Scottish Power
Business Sale,
Section 11 Zone 23
Cathcart Business Park
Glasgow
G44 4GP

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