

Format for intimation to consumer temporary disconnection of supply

Office
Address

No. _____

Date _____

_____ (Name of Consumer)

_____ (Address)

Reference

Connection No. _____

Consumer Category _____

Contracted Load _____

This is to inform you that your supply has been temporarily disconnected with effect from _____ due to following reasons :

You are requested to remove the cause of disconnection and intimate this office at the earliest. You are also requested to pay sum of Rs. _____ towards disconnection, re-connection charges and _____ (Pl. mention if any other dues is to be deposited. Pl. also give break up of the total sum). If cause of disconnection is not removed to the satisfaction of this office and above amount is not paid, within 45 days of this notice (_____ date) your supply shall be disconnected permanently without any further notice.

Thanking you,

Yours faithfully,

Name, Signature & Designation of the representative of the Licensee