

Format for intimation to consumer after termination of agreement

Office
Address

No. _____

Date _____

_____ (Name of Consumer)

_____ (Address)

This is to inform you that an agreement dated _____ against connection No. _____ between yourself and _____ (Name of Licensee) regarding sup-ply of _____ KW/MW (please indicate contracted load) in the _____ consumer category has been terminated w.e.f. _____ on account of :

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 a 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.

There is nothing outstanding against you towards the connection. This may be treated as no dues from _____ (Name of Licensee) in respect of above referred agreement/connection.

Thanking you,

Yours faithfully,

Name, Signature & Designation of the representative of the Licensee