**British Gas Business Termination Letter**

**TERMINATION LETTER**

**Your British Gas Business termination letter needs to be completed, printed onto your company letterhead and signed.**

**Any termination letter needs to be sent in accordance with your terms and conditions, if in doubt however send it as soon as is practicably possible to ensure it is received by your current supplier in good time.**

We strongly advise that you send a written copy of your termination letter via recorded delivery to **British Gas Business** at:

British Gas Business  
FTAO Terminations Team,  
British Gas Business,  
Spinneyside Offices,  
Penman Way,  
Grove Park,  
Leicester,  
LE19 1SZ.

For your benefit we always recommend that you keep a signed copy of your termination letter on file.

<YOUR LETTERHEAD>

<YOUR ADDRESS>

**British Gas Business Ltd  
FTAO Terminations Team,  
British Gas Business,  
Spinneyside Offices,  
Penman Way,  
Grove Park,  
Leicester,  
LE19 1SZ**

<DATE>

To whom it may concern.

Please accept this letter as written notification of intent to formally terminate our **British Gas Business** Supply Agreement with you as of today <DATE>

Please find my details below:

Our Company name: <YOUR COMPANY NAME>

Our British Gas Business Account Number: <YOUR ACCOUNT NUMBER>

Our MPAN(s)/MPRN(s): <YOUR METERING DETAILS>

Our Termination Date: <YOUR CONTRACT END DATE>

Our Supply Address: <YOUR SITE ADDRESS>

I would be grateful if you could formally acknowledge receipt and acceptance of this Termination Notice of Contract to Supply Electricity/Gas in writing by return to the business address stated at the top of this letter.

Yours Sincerely,

<SIGNED>

<NAME>

<POSITION>