**Scottish Power Termination Letter**

**TERMINATION LETTER**

**Your Scottish Power 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 **Scottish Power** at:

SME Contracts Manager,
ScottishPower, Business Sales,
Section 11, Zone 23,
Cathcart Business Park, Spean Street,
Glasgow,
G44 4GP

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

<YOUR LETTERHEAD>

<YOUR ADDRESS>

SME Contracts Manager,
ScottishPower, Business Sales,
Section 11, Zone 23,
Cathcart Business Park, Spean Street,
Glasgow,
G44 4GP

<DATE>

To whom it may concern.

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

Please find my details below:

Our Company name: <YOUR COMPANY NAME>

Our Scottish Power 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>