

**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 supply 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 this 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

**Format for intimation to consumer after 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