

Please copy onto your company headed paper and insert your supplier address and account details below, sign where applicable but do not date the letter.

Dear Sir/Madam,

Account/Bill Reference:

The purpose of this letter is to advise you that we have engaged the services of:

The Power Switch
191 Eaglesham Road
Glasgow G76 8RH
Tel: 0870 750 8388
Fax: 0845 280 1360
E: enquiries@thepowerswitch.com

to assist us in auditing, analysing & negotiating our utility supply, system and service.

Please be advised that they have full authorisation to access our billing and contract information, and to act on our behalf regarding all billing or rate related issues. This authorisation shall remain in effect until further notice from this office.

If you have any questions please call me. Your assistance and co-operation with them will be greatly appreciated.

Yours sincerely,

Signature

Position
ref: loa