

Contract Termination Letter

Account Number _____

Account Name _____

Account Address _____

This is a formal notice of immediate termination of domestic heating oil supply with

Supplier Name _____

Supplier Address _____

I am sending you this written notice to request cancellation of my account effective date _____ I would appreciate you sending me written confirmation within 30 days that the cancellation has been put into effect. Furthermore, please send me a final statement of my account and refund any credit balance that I am due. Any debit balance will be settled in full upon receipt of the statement. In relation to the above account please kindly (tick boxes as applicable)

Do not make any further 'top-up' or 'planned' deliveries of heating oil to my property.

Do not take any further payments by direct debit from my bank account.

Immediately remove all your equipment (if any) from my property.

Authorised Signature _____

Date _____