**Letter of Authority (LOA)**

**Client details**

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| --- | --- |
| **Registered Company Name:** |  |
| **Company Registration Number:** |  |
| **Registered Company Address:** |  |

**Consultant details**

|  |  |
| --- | --- |
| **Registered Company Name:** | Brownlow Utilities Limited |
| **Company Registration Number:** | 08430363 |
| **Registered Company Address:** | Brownlow Utilities, 1 Brownlow Lane, Billinge, Wigan, Greater Manchester. WN5 7EY. |

Dear Sir/Madam

This is to advise you that Brownlow Utilities Ltd has been appointed as our exclusive Utilities Consultant, with respect to Energy Services. Please disregard any letter of authority’s signed by us with any other consultants prior to this date.

Could you also afford Brownlow Utilities your maximum co-operation.

Brownlow Utilities Ltd may require details of our utility accounts and as such, Brownlow Utilities Ltd is authorised to:

* obtain any adjustments that may arise as appropriate where anomalies are identified;
* request and receive current and historical account information including but not limited to; consumption history (half hour data), Supply Numbers, Confirmation Reference Numbers, pricing details, contract start and end dates;
* request prices and undertake negotiations on our behalf;
* obtain information from ECOES database (Electricity Central Online Enquiry Service);
* request and receive billing, payment and debt information, and obtain copy invoices.

Although not obliged to, Brownlow Utilities Ltd may also terminate energy supply contracts on our behalf.

This LOA granted to Brownlow Utilities shall remain valid for a period of 12 months from the date of signature unless otherwise terminated by us in writing.

Brownlow Utilities Ltd undertakes that it shall use our data solely for the purpose of delivering the services specified in this document. A copy of their Privacy Policy is available upon request.

Thank you for your assistance.

Yours faithfully,

Authorised Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (in capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_