

Date

Customer Name  
Customer Address  
Account Number

**Re: Discontinuance of Service**

Dear (Customer),

This letter is to inform you that effective \_\_\_\_\_, (no less than 15 calendar days' notice) (your ESCO Co.) will discontinue providing retail electricity and/or natural gas services. The Customer has the option to select another supplier or receive full utility service from the distribution utility. The customer shall receive full utility service from the distribution utility until the customer selects a new supplier and the change in providers is effective, unless the distribution utility notifies the customer that it will terminate its delivery service on or before the discontinuance date.

If you have any questions about this notification, contact ESCO Co. at 1-800-000-0000.

Sincerely,

Your ESCO Co.