**Thank you for downloading your**

**CNG ‘Incoming’ Change of Tenancy Letter**

**‘INCOMING’ CHANGE OF TENANCY LETTER**

**Your change of tenancy letter needs to be completed, printed onto your company letterhead and signed.**

**Any change of tenancy letter needs to be sent in accordance with the terms and conditions of the current supplier of the premises, if in doubt however send it as soon as is practicably possible after you have moved in or preferably once you are aware that your business is taking occupancy of the premises.**

We strongly advise that you send a written copy of your change of tenancy letter via recorded delivery to CNG.

We also strongly advise that you provide one of the following ‘proofs’ of the change of tenancy having occurred:

* Confirmation from the landlord or brewery
* Confirmation from the estate agent handling the move
* Confirmation from the solicitor handling the move
* Copy of the mortgage completion letter (if property bought)

This together with the change of tenancy letter should be sent to:

 **Terminations
Contract Natural Gas Ltd,
CNG House,
5 Victoria Avenue,
Harrogate,
North Yorkshire
HG1 1EQ**

For your benefit we always recommend that you keep a signed copy of your change of tenancy letter on file.

 Business Juice, Yorke House, Arleston Way, Solihull, B90 4LH

October-14

<YOUR LETTERHEAD>

<YOUR CURRENT BUSINESS ADDRESS>

**Terminations
Contract Natural Gas Ltd,
CNG House,
5 Victoria Avenue,
Harrogate,
North Yorkshire
HG1 1EQ**

<DATE>

To whom it may concern.

Please accept this letter as written notification of a change of tenancy at the below address.

Please find our details below:

Our Moving in date: <YOUR MOVING IN DATE>

Contact name: <YOUR NAME>

Company address: <THE CHANGE OF TENANCY ADDRESS>

Contact number: <YOUR CONTACT NUMBER>

Our Opening Meter Readings: <YOUR METER READ(S)>

The following proof of the change of tenancy / occupancy is enclosed: (please circle one)

Confirmation from the landlord or brewery

Confirmation from the estate agent handling the move

Confirmation from the solicitor handling the move

Copy of the mortgage completion letter (if property bought)

I would be grateful if you could formally acknowledge receipt and acceptance of this Change of Tenancy Letter in writing by return to our new property details

Yours Sincerely,

<SIGNED>

<NAME>

<POSITION>