



Your Job No: <Ref>
GTC Network: <Ref>

Energy House
Woolpit Business Park
Woolpit, Bury St Edmunds
Suffolk IP30 9UP
T 01359 243360
F 01359 244046
E 1house1connection@gtc-uk.co.uk
www.gtc-uk.co.uk

<Date>

<Name>
<Address 1>
<Address 2>
<Address 3>
<Address 4>
<Postcode>

Dear <Name>

Re: Repositioning of Gas Meter Box at <Property Address>

Thank you for your enquiry to relocate your gas meter. The cost to alter the meter position based on the information you have provided is:

£

This costing includes moving the meter box, meter and our service pipe to the new position as confirmed by you. No costs are included for copper work connecting the meter to your appliances; you will need to contact a Gas Safe registered installer to complete this work.

If you have a smart gas meter installed, you should be aware that moving the smart meter to a new location may cause the wireless connectivity to be lost. If this happens, your energy supplier may need to undertake additional work to re-establish the connectivity. There may be additional charges from your energy supplier associated with this. If you are proceeding with the service alteration with us, we advise that you also contact your energy supplier to discuss your plans with them.

We will require full payment of this amount before we can carry out the work. You may forward a cheque payable to GTC Limited, along with with your completed Letter of Intent (enclosed) or make payment by debit/credit card by contacting our Finance department on 01359 243349 and also return the Letter of Intent.

Once we have received payment along with the completed Letter of Intent our Contractor will contact you to arrange a mutually convenient date to carry out the work. The standard lead time is 8 weeks upon acceptance. We will also require details if access to the property is difficult or restricted.

Notwithstanding the aforementioned, we also draw your attention to the option where you may engage an independent gas contractor to undertake the work. A list of those registered contractors acceptable to GTC is available from us on request. Should this option be selected, GTC will adopt the pipe alteration and be responsible for its ongoing maintenance.

In the meantime, please do not hesitate to contact me on 01359 243360 or email: 1house1connection@gtc-uk.co.uk if you require any further information, quoting your job reference number at the top of this letter.

Yours sincerely

<Name>
<Title>
GTC