(ON LETTERHEAD)

Date:

Dear Sirs,

**Ref: Letter of Authorisation**

**Utility Works Ltd** are hereby engaged and authorised to act as a service provider in all matters pertinent to (xyz company name) our Electricity, EV Charging, Gas and Water Supplies & Service.

You are authorised to release any information which **Utility Works Ltd** may require of you directly to them. They are authorised to cancel your contracts and arrange new contracts without any further authorisation from you. This authorisation remains in place until withdrawn by any person with the authority to do so at (xyz Company).

Yours faithfully

Signature:

Date:

Customer Name:

Position in company:

Business Name:

Telephone Number:

Please return this LOA to UTILITY WORKS LTD via E-Mail to [info@utility-works.co.uk](mailto:info@utility-works.co.uk)

Fax: 01306-646465 or return by post to:



UTILITY WORKS LTD

Northern Office: 8, Silksworth Lane Sunderland SR3 1LL

Head Office: Riverbridge House, Guildford Road, Leatherhead, Surrey, KT22 9AD

Company Reg: 11296710 / ICO Reg: ZA457445 / VAT Reg: 304001774

**Privacy Guarantee**

Your privacy and security are very important to us. Utility Works Ltd maintain the highest standards for data privacy and security to comply with the current GDPR regulations. By signing this “*Letter of Authority”* you are allowing Utility Works Ltd to store your information on our secure company database. We will also share this information with our panel of approved suppliers with whom we have signed a binding data privacy agreement. This is necessary to provide the best solution for your needs. ***We confirm that your company information will never be passed to any other third parties.***