**<COMPANY LETTERHEAD>**

SP Group

2 Kallang Sector

Singapore 349277

Dear Sir / Madam,

**RE: SWITCHING TO ELECTRICITY RETAILER**

We are currently serviced by SP Group for our Commercial electricity account (SP Account No. XXXXXXXXXX) and currently in the midst of switching to Geneco. Please be informed that we do not have a company stamp. With this letter, please assist to perform the necessary transition to Geneco.

Should you have further queries, please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_ or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Best Regards,

(Director Name)

 Director