

# Letter of Authority

## Guidance Notes

Where you are acting as an agent of the customer, we will require a letter of authority as evidence that the landowner or customer has provided permission for you to submit the application for a connection.

The letter should clearly provide the following information from the landowner:

- Full address (must be a company letter head)
- Full Name
- Contact Number
- Statement of agreement with connection application
- Signature
- Date of signature

The letter should also include the following details from the company making the application:

- Full Company Name
- Company Registration Number
- Full Registered office address
- Main point of contact – Full name
- Main point of contact – Phone number

A downloadable template for a letter of authority is available for you on the next page.

SP Electricity North West  
Frederick Road  
Salford  
M6 6HQ

Your Name  
Address Line 1  
Address Line 2  
Town  
Postcode  
Telephone Number

00 Month 2026

**Ref: Letter of Authority**

Dear .....

I ..... as the landowner would like to confirm that I give my consent for the following company to make an application for an electricity connection at the above address\* on my behalf.

Company Name:

Company Registration Number:

Registered Office/ Full Address:

Main Contact / Full Name:

Should I wish to amend the application, ..... will retain the right to accept/ change any offer that is given for a grid connection at this site on my behalf.

(Signature) .....

(Name of Landowner)

\*If different address please specify.