

Letter for Change in Customer details

[\[TO BE ISSUED ON CUSTOMER COMPANY'S OFFICIAL LETTERHEAD\]](#)

Manager Commercial & Customer
ESB Networks Ltd
Osprey House
Lower Grand Canal Street
Dublin 2

REF: [DSO/ D/47/XXXX]
[\[FACILITY NAME\]](#)

RE: CHANGE OF OWNERSHIP

DATE

Dear Sir

I am a Director/ Secretary of [\[insert Original Company Name\]](#) and I hereby request that a connection offer for the following facility, namely:

- [\[Facility Name\]](#) Windfarm at [\[Site Address\]](#)
DSO REF Number

should be made to a new legal entity, [\[insert New Company Name\]](#), registered number [\[insert New Company's registered number\]](#) whose registered address is at [\[insert New Company's registered address\]](#). [\[insert New Company Name\]](#) will undertake this project from the date that ESB Networks Ltd receives this letter. The new contact details are as follows:

- Contact Person Name:
- Contact Person phone/fax:
- Contact Person email:

I acknowledge that, unless otherwise requested, the application fee payment will remain in the original applicant's name and no further communication in respect of this project will be issued to [\[insert Original Company Name\]](#).

Signed by Director/ Secretary
On Behalf of [\[Original Company Name\]](#)

Witnessed
Date