

XXXXX
XXXXX
XXXXX

Email: eco@ofgem.gov.uk

Date: xx/xx/xxxx

Dear (...),

Energy Companies Obligation (ECO): notice of receipt of an application for extension

We refer to the measures listed in table 1 of Appendix 1 to this letter.

On xx/xx/xxx we received an application to extend the notification deadline for these measures under article 16 of The Electricity and Gas (Energy Companies Obligation) Order 2012.

We are currently reviewing the application and the reason given by the supplier for not being able to meet the statutory deadline. We may request further information and/or evidence to support the application before we can make a decision to approve or reject it.

Please contact the ECO team at eco@ofgem.gov.uk if you have any questions regarding this application.

Yours sincerely,

Mary Smith
Head of ECO Operations

Appendix 1 – Measure table

Table 1: This table lists X ECO measures for which we have received an application to extend the notification deadline. Please see Chapter 9 of ECO guidance for information regarding extension requests.

Extension Reference Number	Supplier Licence Code	Measure Reference Number	Measure Type	Date of installation	Postcode (truncated)
XXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXX	XX/XX/XXXX	XXX X