

EMBU WATER AND SANITATION COMPANY LIMITED

NAME.....

P.O. BOX.....

DATE.....

The Finance and Administration Manager
Embu Water and Sanitation Company
P.O. BOX 2142
EMBU

RE: TERMINATION OF WATER SUPPLY CONTRACT CONN. NO.....

I wish to terminate my water supply contract with you as fromand
subsequently request of water deposit Receipt No.....of
Kshs.....less the final bill.

Yours faithfully

Name.....

Sign.....

I.D no.....

(Applicant)

FOR OFFICIAL USE

AMOUNT RECEIPT DATE

CURRENT WATER CHARGES

TERMINATION FEE

SEARCH FEE

TOTAL CHARGES

PREPARED BY.....SIGN..... DATE.....

CHECKED BY WATER ACCOUNT INCHARGE SIGN..... DATE.....

WATER MAINTENANCE..

PREPARED BY

SIGN

WATER SUPERITENDENT

SIGN

DISCONNECTING OFFICER

SIGN

FINAL DISC READINGS.....