**Department for Energy Security and Net Zero**

Pass-through requirements regulations:

Template letter from intermediary to end user

Template letters provided are only illustrative. Intermediaries should refer to their obligations as set out in the Regulations.

Your Name / Organisation

Address line 1

Address Line 2

Address Line 3

City / County / Postcode

Your E-mail address

|  |  |  |
| --- | --- | --- |
| Recipient Name / Organisation  Address line 1  Address Line 2  Address Line 3  City / County / Postcode  Recipient E-mail address |  |  |
|  |  |
|  | |
|  |  | |
| Date |  | |

Dear…

You may be aware that, under the Energy Prices Act, brought in on 25 October 2022, the government has introduced a range of schemes to provide support for energy bills and established a requirement that energy price support is passed on in a just and reasonable way to end users, such as **[your arrangement – for example, tenants paying ‘all-inclusive’ rent].** This means that intermediaries (meaning those who provide energy but are not a licensed energy supplier), such as **[myself/company name],** in receipt of support from the **[Energy Price Guarantee, Energy Bills Support Scheme, Energy Bill Relief Scheme and/or the Energy Bills Discount Scheme]** must pass a just and reasonable amount of the benefit obtained to the end users of the energy, the intended beneficiaries of the relevant schemes.

I am writing to you to make you aware that **[I/organisation name]** have been provided £**[amount]** of financial support in relation to **[list schemes applicable and how much you have been provided from each scheme separately]**. **[I/organisation name]** have determined it is just and reasonable for £**[amount]** of this to be passed on to you. This has been calculated as **[justification for amount].** **[I/organisation name]** will be providingthis amount to you by **[cash payment/reducing your rent/other acceptable route]**.

Further guidance on the legislation, eligibility and the responsibilities of intermediaries is available at [https://www.gov.uk/government/publications/pass-through-requirements-for-energy-price-support-provided-to-intermediaries](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fpass-through-requirements-for-energy-price-support-provided-to-intermediaries&data=05%7C01%7CSewek.Gasiorek%40beis.gov.uk%7Cea684ffc5cfd4d257f7708dabb48781b%7Ccbac700502c143ebb497e6492d1b2dd8%7C0%7C0%7C638028217163735403%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mTXswiSVSn84CCX5KrLd%2FkQHw1luRhJxtahfMt4o8ZM%3D&reserved=0). If you do not agree that the amount indicated above is just and reasonable please raise this with **[name of landlord/organisation]** in the first instance. In law, end users can recover benefits they are due as a civil debt if not provided as soon as reasonably practicable. This means end users will be able to pursue recovery of benefits through civil proceedings.

Sign off

**Your name**