*\*\*\*Insert on company headed paper\*\*\**

Date:

**Ref: PACKAGING COMPLIANCE SCHEME MEMBERSHIP TERMINATION**

Dear Sir/Madam

In accordance with the Terms & Conditions of the packaging compliance scheme membership which we currently hold with you, please accept this letter as official notice that we wish to assess our options for future membership provisions from the 2015 compliance period onwards, and therefore will terminate our agreement.

Therefore we would not expect you to make any future registrations on our behalf unless otherwise invited to at a later date. This letter applies to all businesses associated with the following membership account:

Membership No:

Company Name:  
Company Registration No:

Account No:

For the avoidance of doubt, we will remain a member of your scheme until the end of the current compliance period and shall be free to join an alternative scheme from 1st January 2015 onwards.

We would request that you acknowledge receipt and understanding of this letter at your earliest convenience.

Yours faithfully

[Print Name]

[Position]