Sent by email

[Name - Senior rep in org.]
[Company Name]
[Address]
[Address]
[Address]

<div align="right">[Date]</div>

Dear [Name],

DATA CLEANLINESS OBSERVATION – METER CORRECTION FACTORS

I am writing to you on behalf of the Uniform Network Code (UNC) Performance Assurance Committee (PAC). It has been noted that your portfolio, [Market Participant reference] has [performance description]. The [description here] is leading to incorrect consumption calculations and therefore settlement and balancing inaccuracies. It may also lead to your organisation incorrectly invoicing customers.

The PAC require this issue to be resolved by [date in [4] months' time]. If you are unable to ensure that this is delivered by this date, please provide the date by which this issue will be resolved and details of your action plan to resolve it.

Additionally, the PAC requires that this issue does not reoccur in your portfolio and requires details of the steps in your processes that will ensure that central systems are correctly informed and updated to maintain the accuracy of meter asset information and the connected attributes consistently going forwards.

The PAC will continue to monitor your performance, any plans that you submit and the management of these and it may request further updates from you to inform on your progress.

Failure to correct and maintain this issue in the future may result in evidence regarding this matter being passed to Ofgem. This may include:

i. Detail of your performance;
ii. Detail of the management of your plans against the agreed resolution plan and date;
iii. Evidence of the support provided to you by the Central Data Service Provider in connection with this matter; and
iv. Steps taken by the PAC to prevent your organisation impacting the accuracy of settlements.

Please provide us with the detail requested by [[3] weeks from date of letter].

Thank you in advance for your assistance and support in this matter

Yours sincerely

[Name}

PAFA (Performance Assurance Framework Administrator)

On behalf of the PAC

[Contact details]