The following item/s of electrical equipment have been removed / isolated from the mains supply as of [insert time] today:

[Insert details and/or photograph/s of item/s]

This action has been taken because the item/s are prohibited or dangerous in terms of electrical safety and/or fire safety.

Your personal property has been removed and has been securely stored.

Please contact me on [insert email and/or telephone number] to arrange for the item/s to be collected. Thank you.

Name: ............................................. Job title: ......................................................

(please use capitals) (please use capitals)

Date: ..........................................................