[Participant company letter-head]

**Request to decommission** **VPP Demonstrations facilities**

[Date]

Australian Energy Market Operator

Attention: AEMO Onboarding

[insert AEMO address]

Dear AEMO

We, [Company name and ABN], Participant ID - [Participant ID] refer to our Trial Facility (VPP DUID) that was classified in accordance with the Trial Specification, as part of the VPP Demonstrations.

Terms defined in the National Electricity Rules (NER) or the Market Ancillary Services Specification (MASS) have the same meaning when used in this letter.

[Choose one of the following options:

***Option 1 – to declassify all NMIs that make up the VPP Facility and re-classify them as a new ancillary services load subject to the new MASS***

We refer to our application dated [insert date] to AEMO (Application) for approval to re-classify the [load/market load] associated with our Trial Facility (insert VPP DUID) as a new ancillary service load in the National Electricity Market (NEM). The Application specifies the loads which we are seeking to classify as a new ancillary services load.

The purpose of this letter is request that all [loads/market loads] associated with our Trial Facility (VPP DUID) that were previously classified in accordance with Trial Specification be declassified effective from the date of classification of the new ancillary services load pursuant to the Application.

***Option 2: To either amend the NMIs in the existing VPP Facility (whilst maintaining same capacity and keeping the existing DUID) or transfer some of the NMIs in the VPP Facility to a new ASL)***

We refer to our applications dated [insert date] to AEMO (Application) for approval to:

1. amend an existing ancillary service load (VPP DUID); and
2. re-classify [load/market load] which is currently part of the existing ancillary service load, as an new ancillary service load,

in the National Electricity Market.

The purpose of this letter is to request the declassification of the loads specified in our Application, effective from the date of classification of the new ancillary services load.

***Option 3: To declassify all loads associated with a VPP Facility***

We hereby request that all loads associated with our Trial Facility (VPP DUID) be declassified on and from [insert required effective date].

If AEMO has any queries in relation to this letter, please contact [Registration Contact] on [phone number and email].

Yours sincerely

[Signature] [Signature]

[Name of duly authorised officer(s) (e.g., CEO or Company Secretary or Director)]

[Role(s)]