[Landlord’s insert Address]

 (Tenants name)

 (Full Address)

Date:

Dear <<Tenant's Name>>(Tenant Name)

**Ref: Property address – Gas Safety Inspection**

I/we are/am writing to advise you that (name of the gas engineer) will be inspecting the gas boiler/appliances for the annual gas safety inspection on (date) (time).

The inspection will take about (state rough time).

After the inspection, you will receive a gas safety inspection certificate. If you do not receive this, please email me/us, and we can send one to you again.

It would be helpful if you could be present at the Property during the inspection, but this is not essential**.**

Please let me/us know as soon as possible if the inspection time and date referred to above are inconvenient. Please also sign and return one copy of this letter to confirm safe receipt.

Yours sincerely,

Landlord/agent

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I/we confirm the tenant’s receipt of this letter and note the date and time of the Property inspection.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant