[GoldenRule]

|  |
| --- |
| **[Logo]** |

[CompanyName]

[CompanyAddress1]

[CompanyAddress2]

[CompanyAddress3]

[CompanyPostcode]

[Tel:](Tel:01603309590) [CompanyTelephoneNumber]

Email: [CompanyEmail]

[SiteName]

[Address1]

[Address2]

[Address3]

[Postcode]

[Date]

**Service Date:** [ServiceDate]

Dear [Name],

Following our recent visit, please find enclosed a copy of your Landlord Safety Inspection Record, a copy of this certificate has also been sent to [CustomerName].

If you have any queries regarding this, please don’t hesitate to contact us on **[CompanyTelephoneNumber].**

Yours Sincerely

[CompanyName] Servicing Team