[GoldenRule]

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

[CompanyName]

[CompanyAddress1]

[CompanyAddress2]

[CompanyAddress3]

[CompanyPostcode]

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

Email: [CompanyEmail]

|  |  |
| --- | --- |
| $Name  $Address1  $Address2  $Address3  $Address4  $Postcode | Your Ref: $JobRef  $TheDate |

Date

Dear $Name

**Re: Planned electrical testing**

We would like to take this opportunity to introduce ourselves to you. We are [CompanyName] , working with $Customer to carry out electrical testing to ensure your home is safe and electrically sound.

An appointment has been arranged to visit your property on **$Date $AMPM** If this appointment is inconvenient please contact our customer service team on [CompanyTelephoneNumber] **Monday – Friday (08:00 to 17:00)** or email [CompanyEmail]

Please note: a responsible adult, aged 18 or over, must be present when we visit.

**We will require access to the fuse board and all rooms at the property.**

If you have a pre-payment electricity meter, please make sure you have enough credit for the electrical safety check to be carried out.

The tests are essential as they can identify issues that you may not know are present. This gives $Customer an opportunity to remedy any potential hazards prior to problems arising, which could have serious implications to your health and safety.

We remind you that it is **within your tenancy agreement** to provide access for us to complete these works.

Your assistance is very much appreciated.

Yours sincerely

[CompanyName]

on behalf of $Customer