[GoldenRule]

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| --- | --- |
| Company Logo | Company Details  Your reference $JobRef |
| $TheDate  $Name  $Address1  $Address2  $Address3  $Address4  $Address5  $Postcode |
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Dear **$Name**

Your annual safety inspection

Company is the main contractor for gas safety inspections and maintenance. It is nearly one year since your last safety inspection\*, and you have now missed 2 appointments we have made for you with a gas engineer.

We have arranged a final appointment for:

**$Date $AMPM**

Keeping the above appointment will help us make sure your home is safe and carbon monoxide free. If you are unable to keep this date, please contact us as soon as possible on **Number** to reschedule.

This safety inspection is a legal requirement and is necessary to make sure appliances are working properly and safe for you to use. In addition to carrying out gas servicing, we also need to carry out other checks, even if gas is not your main form of heating. This includes inspecting any LPG (liquefied petroleum gas) units, electric heaters, solid fuel appliances, and any other forms of heating you are using, as well as gas piping.

Please remember: it is your responsibility to allow us access to carry out maintenance and safety checks. Failure to provide access is a breach of your tenancy agreement. If you do not keep the appointment on the date above, it will result in a charge and your housing association or Council will begin legal action to gain access. Any legal costs to gain access will become your responsibility.

Yours sincerely,

THE TEXT IN RED ARE PLACEHOLDERS. PLEASE ENSURE THAT YOUR TEMPLATE HAVE THESE