[GoldenRule]

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

[CompanyName]

[CompanyAddress1]

[CompanyAddress2]

[CompanyAddress3]

[CompanyPostcode]

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

Email: [CompanyEmail]

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

Dear $Name

YOUR ANNUAL SAFETY INSPECTION

[CompanyName] is $Customer’s appointed contractor to undertake servicing and repair of heating systems to help us make sure you are safe in your home. It is nearly a year since we last serviced your appliance at your property.

We have arranged an 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 [CompanyTelephoneNumber] 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 ensure that a responsible adult is present for the appointment. If your gas/electric is on a card meter, ensure there is adequate credit available for the safety check. If the main fuel is oil please ensure that sufficient oil is available.

Your co-operation in this matter is much appreciated.

Yours sincerely,



[CompanyName] Team on behalf of $Customer