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

[CompanyName]

[CompanyAddress1]   
[CompanyAddress2]    
[CompanyAddress3]    
[CompanyPostcode]

Tel: [CompanyTelephoneNumber] Email: [CompanyEmail] Website: [[CompanyWebsite]](mailto:sales@gabriel.co.uk)

[theDate]

[Name]

[Address1]

[Address2]

[Address3]

[Address4]

[Address5]

[Postcode]

Dear [Name]

**Re: OVERDUE REMINDER – SECOND LETTER**

Your landlord has asked us to contact you in order to carry out the annual service and safety check on the gas appliances within your property.

As the Landlord’s gas safety certificate which is required by law is due, please would you kindly contact us on **[CompanyTelephoneNumber]** to arrange an appointment for our engineer to attend and carry this out.

**This gas service and inspection is important for your safety and should be treated with urgency. There is no charge to you for this service.**

**As this is now overdue and is your second reminder, if no appointment is made within 7 days then this shall be referred back to your landlord.**

Our appointment time slots are morning (between 8am and 1pm) or afternoon (between 12pm and 6pm). Please give some consideration as to which time slot would be most convenient for you.

Thank you for your co-operation.

Yours sincerely

[CompanyName] Service Department