«date»

«address\_line\_1»

«address\_line\_2»

«address\_line\_3»

«address\_line\_4»

«postcode»

Dear «manager»

**Renewal overdue on your Air Conditioning Energy Inspection Certificate «rrn»**

It has come to our attention that your Air Conditioning Energy Inspection Certificate for «address» **expired on «expiry»** and needs to be renewed to remain compliant with UK law. Your expired certificate **Report Reference Number «rrn»** is available to view and download on the Government’s publicly accessible Non-Domestic Energy Performance Register [www.ndepcregister.com](http://www.ndepcregister.com/) using the report reference number provided or your business postcode.

We strongly recommend that you have an Air Conditioning Energy Inspection completed as without this you may be susceptible to a fine from your local Trading Standards Agency. Having a valid Air Conditioning Inspection Certificate is also a requirement for ISO 14001, 50001 and ESOS compliance and would result in a failed ISO Audit.

If you have recently commissioned the renewal or removed the air conditioning from your premises, please email us at [compliance@rwairenergy.co.uk](mailto:compliance@rwairenergy.co.uk) with evidence so we may update our records and not contact you again. If the control of an air conditioning system has been passed to you from the previous tenant/landlord, the system must be inspected within three months of the new owner/operator of the system taking over such control.

If you require a quotation to gain compliance from one of our independent nationwide team of assessors, please call us on 01420 446202 and a member of our team will email a price based on your answers within 24 hours.

All our reports are completed using the leading in-depth air conditioning Inspection assessment system ACE Wizard. The ACE system which was developed by us enables our assessors to ensure you gain compliance and gives a much deeper insight on to where your emissions and energy costs can be reduced. Unlike our competitor’s inspection software, an ACE report typically enables a company to recoup the cost of the assessment within 17 months.

If you require any further information regarding these mandatory assessments, the ACE Wizard Air Conditioning energy audit or would like to receive a quote from RW Air Energy for the inspection, please don’t hesitate to contact us via email at [compliance@rwairenergy.co.uk](mailto:compliance@rwairenergy.co.uk) or by calling us on 01420 446202 or visit our web site [www.rwairenergy.co.uk](http://www.rwairenergy.co.uk).

Kind Regards

Compliance Team

RW Air Energy Ltd