|  |  |
| --- | --- |
| [Landlord Name][Landlord Address][Landlord Email][Landlord Telephone] |  |
|  | [Tenant Name][Tenant Address] |

[Date]

Dear [Tenant Name],

|  |
| --- |
|  Periodic Property Inspection  |

I am writing to ) to make an appointment to service the gas appliances at [property address].

The inspection will not cost you anything and it is very much in the interest of your safety that you allow us to check the gas appliances even if they are no longer in use.

I have arranged to visit your property at [Time], [Date] to inspect the property.

If this date and time are not convenient to you, please call me on the telephone number provided above to rearrange.

Please allow access to all rooms and outside areas.

Thank you for your cooperation.

Yours Sincerely,

[Landlord Name]

[Landlord Signature]