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

[Date]

Dear [Tenant Name],

|  |
| --- |
| Access for Gas Safety Inspections at  [Property Address] |

I contacted you via a letter posted on [Date] to make an urgent appointment to service the gas appliances.

I have been made aware that the contractors sent to carry out a safety check have not been able to gain access to your home on [Date].

In order to resolve this issue can I ask you to please call me on [LandlordTelephone] as a matter of urgency to arrange a mutually convenient date and time for this work to be done.

Health and safety is a very serious matter. So if you have previously ignored these requests and continue to do so, please be aware that as your landlord, I will exercise my right to seek a court injunction in order to gain access of which you will be liable for the costs.

If you have any queries or concerns over this request please feel free to contact me. My contact details are shown above.

Yours Sincerely,

[Landlord Name]  
[Landlord Signature]