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

[Date]

Dear [Tenant Name],

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| --- |
| Access for Gas Safety Inspection at [Property Address]  REMINDER |

I contacted you via a letter posted on [Date] to make an urgent appointment to service the gas appliances. As I have not heard from you and the service has not taken place I will have no alternative but to make a Court application for access because by law the gas appliances must be inspected at least once every 12 months.

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.

Please would you therefore urgently contact myself on [Landlord Telephone] to make arrangements for the gas safety inspection to be carried out.

Please note if suitable arrangements are not made within **14 days,** I **will** take further action. If a Court application is made, it is likely that the Judge will order you to pay for the costs of the application.

Yours Sincerely,

[Landlord Name]  
[Landlord Signature]