|  |  |
| --- | --- |
| [Tenant Name]  [Tenant Address]  [Tenant Email]  [Tenant Telephone] |  |
|  | [LandlordName]  [LandlordAddress] |

[Date]

Dear [Landlord’s / Agent’s name],

|  |
| --- |
| Re: Request for gas safety record for  [Property Address] |

I am a tenant at the above address and I have not yet received a copy of the latest gas safety record.

Please let me have this information **within the next 10 days**.

This is a legal requirement under the Gas Safety (Installation and Use) Regulations 1998. The regulations state that landlords must make sure that gas appliances and flues they own in a property they let are maintained in good order and checked for safety at least once every 12 months. Landlords must keep a record of the safety checks and issue these to their tenants.

I look forward to hearing from you soon.

Yours faithfully,

[Tenant Name]

[Tenant Signature]