

Your Address

(Landlord's name)
(Landlord's address)

(Date)

Dear (Landlord's name)

RE: (Address of Property being let)

As you are aware, the Gas Safety (Installation and Use) Regulations 1998 place duties on landlords. One of those duties is making sure that gas appliances and flues they own in the property which they let, are maintained in good order and checked for safety at least every twelve months. Landlords must also keep a record of the safety checks and issue these to their tenants.

Unfortunately to date, I have not been shown a copy of the safety check record carried out at the above property, which I now rent. Therefore I would be grateful if you could show me a copy of the safety check record for the above property within the next 10 days.

Yours sincerely

(Your name)