Gas Safety Certificate — Service Letter Template

Annual Inspection Notice & Record of Service

England

Attach the engineer's gas safety record. Give existing tenants a copy within 28 days of the check; give new tenants the current record before occupation. Keep each record for at least two years. This letter is not a certificate.

FROM (LANDLORD / AGENT) _____ TO (TENANT NAME) _____ DATE _____

SUBJECT: ANNUAL GAS SAFETY INSPECTION — _____ [PROPERTY ADDRESS]

Dear _____,

I am writing to inform you that the annual gas safety inspection for the property at:

_____

has been completed on _____ [date of inspection].

Inspector Details:

GAS SAFETY ENGINEER NAME _____ GAS SAFE REGISTER NO. _____ COMPANY NAME _____

The inspection found the gas installation to be: ☐ **Satisfactory** ☐ **Unsatisfactory** (see attached notice)

Please find enclosed / attached:

- ☐ Your copy of the Gas Safety Certificate (CP12)
- ☐ Remedial work notice (if applicable)

The next annual gas safety inspection is due by: _____

As required by the Gas Safety (Installation and Use) Regulations 1998, you are entitled to a copy of this record. Please keep this document in a safe place.

If you have any questions or concerns regarding the gas installation, please contact me using the details below.

Yours sincerely,

_____

LANDLORD / AGENT SIGNATURE

PRINTED NAME _____ DATE _____ TEL / EMAIL _____

SERVICE RECORD (FOR LANDLORD'S USE ONLY)

DATE SERVED _____ METHOD ☐ EMAIL ☐ POST ☐ IN PERSON ☐ PORTAL _____ _____

TENANT ACKNOWLEDGED ☐ YES ☐ NO _____ DATE ACKNOWLEDGED _____ SENT VIA _____