Subject: Electrical safety check at **<your address>**

To **<your landlord’s name>**

I asked for the electrical safety report for **<your address>** on **<date**.

As you did not provide this, I'm concerned that an electrical safety check has not been done.

I have checked my rights on the Shelter Scotland website. An electrical safety check must be done every 5 years. You must also give me a copy of the electrical safety report within 28 days of the checks being done.

**<Tell your landlord about issues you've noticed with electrical safety here, such as loose wires or faulty sockets>**

Please contact me within 2 working days to confirm when an electrical safety check will be done.

If you do not respond, I will take further action.

Thank you

**<your name>**

**<your phone number>**

**<date>**