**[Your address]**

**[Date]**

To **[landlord or agent name]**

I’m writing to ask for the annual gas safety check at **[your address]**.

The check is overdue. The gas appliances and flues have not been inspected by a Gas Safe engineer for over 12 months.

Yearly gas safety checks are a legal requirement under the Gas Safety (Installation and Use) Regulations 1998.

Landlords must give a copy of the latest gas safety record to tenants within 28 days of the check and to new tenants before they move in.

Please let me know when the check will take place so I can arrange access for the engineer.

I look forward to hearing from you within the next 10 days.

Yours sincerely

**[Your name]**