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

To **<your landlord’s name>**

I asked for the gas safety certificate for **<your address>** on **<date**.

Because you did not provide this, I'm concerned that a gas safety check has not been done.

I have read my rights on the Shelter Scotland website. A gas safety check should be done every year by a Gas Safe Registered installer. You must also give me a copy of the gas safety certificate within 28 days of the check being done.

If checks are not done annually, I can report this to the Health and Safety Executive.

**<Tell your landlord about any issues you've noticed with gas safety here, such as a faulty boiler, gas fireplace or gas oven>**

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

Thank you

**<your name>**

**<your phone number>**

 **<date>**