[***Add your address***]

[***Add the date***]

[***Add landlord’s address***]

Dear [***Add landlord’s name***]

**Re: Request for gas safety record for** [***add your address***]

I am a tenant at the above address and I have not yet received a copy of the latest gas safety record.

Please let me have this information **within the next 10 days**.

This is a legal requirement under the Gas Safety (Installation and Use) Regulations 1998. The regulations state that landlords must make sure that gas appliances and flues they own in a property they let are maintained in good order and checked for safety at least once every 12 months. Landlords must keep a record of the safety checks and issue these to their tenants.

I look forward to hearing from you soon.

Yours sincerely

[***Add your name***]

Contact telephone number: [***Add your phone number***]