**Your address**

**Date**

**Your landlord’s address**

Dear **[landlord name]**

I’m writing to request a copy of the gas safety record for **[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 in rented homes 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

**[Your name]**