

[Print on Large Paper]

[Insert Address]

<<Addressee's name >>  
<<Local Housing Authority's name >>  
<<Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Name>>

**Property: <<Property address>>**  
**[Further Investigate Work] OR [Remedial Work]**  
**dated <<date of report>>**

**Further Investigate Work Electrical Installation Report**

Further to the Electrical Installation Report dated <<date of report>>, which required us to carry out [further investigative work], please find enclosed written confirmation from <<name of qualified person>> that the [further investigative work] OR [remedial work] has been completed and the electrical safety standards have now been met.

of report>>, which required us to carry out [further investigative work], please find enclosed written confirmation from <<name of qualified person>> that the [further investigative work] OR [remedial work] has been completed and the electrical safety standards have now been met.

Please sign and return one copy of this letter to the local housing authority.

receipt.

Yours sincerely,

[For and on behalf of the] Landlord/

I confirm the local housing authority

its enclosure.

Signed \_\_\_\_\_

<<Name of Official>>

<<Date>>