

[Print on A4 paper - Insert Address]

<<Tenant's name >>  
<<Tenant's address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Tenant's Name>>

**Your lease dated <<date>> of <<month>> <<year>>**  
**Completion of Energy Efficiency Improvements**

I am writing to advise you that the  
of the latest EPC is enclosed for  
improved to a rating of <<insert de

have been completed and a copy  
energy rating of the property has

Thank you for your co-operation with the works  
being carried out.

Yours sincerely,

[For and on behalf of the] Landlord