

[Print on Large Paper]

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

<<Date>>

Dear <<Tenant Name>>

Your tenancy dated <<date>> of
Annual gas safety record

The gas installations at the property have been inspected recently in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998.

recently in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998.

I enclose for your information a copy of the Annual Gas Safety Record.

record.

Please sign and return one copy of this record to me by return of post.

receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....
I confirm the tenant's receipt of this record.

Signed _____

[For and on behalf of the] Tenant

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