

[Print on A4 Paper - Post Address]

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

<<Date>>

Dear <<Tenant's Name>>

**Your tenancy dated <<date>> of**  
**Smoke and carbon monoxide alarm**

This letter is to confirm that the smoke and carbon monoxide alarms have been checked today and were found to be in proper working order.

[You were present when the alarm was checked and you have signed and return one copy of this letter in the enclosed return order.]

[Please sign and return one copy of this letter in the enclosed return order to receive your safe receipt.]

Yours sincerely,

[For and on behalf of] <<Letting Agent Name>>

.....

I confirm the tenant's receipt of this letter.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

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