

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>,

Your tenancy date Property Address>>

I am writing to provide you with certain information that I am/the Landlord is required to provide at the outset of a tenancy.

1. A valid energy performance certificate (EPC) to a new tenant. This [is enclosed] **OR** [was provided to you on <<Date>>].
2. A copy of the last gas safety certificate to a new tenant. This [is enclosed] **OR** [was provided to you on <<Date>>].
3. Tenants should be given, in writing, a copy of the Welsh Government's publication "A Guide for Tenants" at the beginning of a tenancy. This [is enclosed] **OR** [can be found on the [www.welsh.gov.uk](http://www.welsh.gov.uk)].
4. Certain "prescribed information" must be provided to a tenant within 30 days of the start of your tenancy deposit must be provided to a tenant within 30 days of the start of your tenancy deposit. This [is enclosed] **OR** [was provided to you on <<Date>>].

Please sign and return one copy of this letter with your receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter and the information referred to in it.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant