

[Print on Letterhead]

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

<<Date>>

Dear <<Name>>

**Property: <<Property address>>**  
**Electrical Installation Report**

Further to your letter of <<date>> I have carried out an inspection and testing of the fixed

installation report relating to the fixed wiring at the Property.

Please sign and return one copy of this report to the Local Housing Authority.

receipt.

Yours sincerely,

[For and on behalf of the] Landlord/

.....  
I confirm the local housing authority has received this report and its enclosure.

.....

Signed \_\_\_\_\_

<<Name of Official>>

<<Date>>