

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant Name>>

Your tenancy dated <<date>> of
[Further Investigate Work] OR [

ing Electrical Installation Report
dated <<date of report>>

Further to the Electrical Installation Report dated <<date of report>>, which required us to carry out [further investigative work], please find enclosed written confirmation from <<name of qualified person>> that the [further investigative work] OR [remedial work] has been completed and that the electrical safety standards have now been met.

of report>>, which required us to carry out [further investigative work], please find enclosed written confirmation from <<name of qualified person>> that the [further investigative work] OR [remedial work] has been completed and that the electrical safety standards have now been met.

Please sign and return one copy of this report to us as a receipt.

receipt.

Yours sincerely,

[For and on behalf of the] Landlord

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

Signed _____

[For and on behalf of the] Tenant

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