

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

**Your lease dated <<date>> of <<date>>**  
**Energy Assessment**

[Further to our conversation on <<date>> we advise you that we would like to carry out an energy assessment. We have instructed <<other party>> to attend on <<date>> at <<time>>.

<<other party>> to

The inspection will last around <<time>> and will review the current energy efficiency of the property and consider what action can be taken to improve its energy efficiency. It is hoped that the costs incurred by you to heat the property will be reduced. Your co-operation is appreciated. You will need someone to be present to provide the assessor with access to all areas so a full assessment can be carried out.

<<other party>> will review the current energy efficiency of the property and consider what action can be taken to improve its energy efficiency. It is hoped that the costs incurred by you to heat the property will be reduced. Your co-operation is appreciated. You will need someone to be present to provide the assessor with access to all areas so a full assessment can be carried out.

Please let me know immediately if the above date and time are not convenient. Please also sign and return this letter to confirm safe receipt.

and date referred to above are not convenient. Please also sign and return this letter to confirm safe receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter on the date and time of the inspection of the Premises.

.....

and time of the inspection of the Premises.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

S  
A  
M  
P  
L  
E