

*"We protect our greatest assets... our customers"*

Date



All Sales & Lettings  
22 Any Street  
Any Town  
Any County  
Any Postcode

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Good day

### **A Reminder That Some Of Your Gas/Electrical Safety Inspection Reports Are Due For Renewal**

I am writing to remind you that the properties on the attached list are almost due for their annual safety inspections and we would be happy to do them again on your behalf. Our aim is to minimise your workload, so all we would ask you to do is update us by taking a look at the list and:

- Deleting any properties no longer managed by you
- Adding new properties you would like us to inspect
- Include any known tenant details/key availability
- Indicate any properties you do NOT want us to inspect and
- Return it to us a.s.a.p. so we can arrange access with you or your tenants before the current reports expire

**WANT US CUT CALL-OUTS?** An annual boiler service, done while we are in the property is a cost-effective way of further ensuring tenant safety, extending the life of the boiler, reducing its running costs and (according to many of our clients) cutting the number of emergency call-outs they have to cope with.

I look forward to hearing from you but if you have any queries or require more information please do not hesitate to contact me.

Yours sincerely,

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**Area Manager**



Proprietors: Gas-Elec Safety Systems Ltd  
Registered in UK No. 3403927

