

# Request Gas Safety Certificate Letter

Tenant letter requesting the current Gas Safety Record from a landlord

Company: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Address: \_\_\_\_\_ Ref: \_\_\_\_\_

## Tenant & Property

Your full name: \_\_\_\_\_ Rented property address: \_\_\_\_\_ Tenancy start date: \_\_\_\_\_

Your contact details: \_\_\_\_\_

## Addressed To

Landlord / letting agent name: \_\_\_\_\_ Correspondence address: \_\_\_\_\_ Date of letter: \_\_\_\_\_

## Letter Body

Dear [Landlord / Agent name],

I am writing as the tenant of the above property to request a copy of the current Gas Safety Record (CP12) for the property.

Under the Gas Safety (Installation and Use) Regulations 1998, a landlord must have every gas appliance, fitting and flue they are responsible for checked for safety every 12 months by a Gas Safe registered engineer, and must provide the tenant with a copy of the record within 28 days of the check (and to new tenants before they move in).

I have not been provided with a copy of a current record. Please send me a copy of the most recent Gas Safety Record within 14 days of the date of this letter. If no current record exists, please arrange the annual gas safety check promptly with a Gas Safe registered engineer and provide the record once complete.

If I do not receive a response within 14 days, I intend to refer this matter to the Health and Safety Executive

and/or my local authority's housing team.

Yours sincerely,  
[Your name]

**Delivery Record**

Proof of delivery reference:

How sent (email + read receipt /  
recorded delivery / hand-delivered):

Date sent:

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