

Date: [Insert Date]

To: [Tenant Name/Business Name]

Property Address: [Insert Full Property Address]

Subject: Notice of Mandatory Commercial Gas Safety Inspection

Dear [Tenant Name],

This letter is to formally notify you that a mandatory gas safety inspection has been scheduled for the commercial premises you currently occupy.

As per the terms of your lease agreement and local safety regulations, the landlord is required to ensure that all gas appliances, pipes, and flues are inspected annually by a certified engineer to maintain a safe working environment.

The inspection is scheduled to take place on:

- **Date:** [Insert Date of Inspection]
- **Time:** [Insert Time/Window, e.g., 9:00 AM - 12:00 PM]
- **Engineer/Company:** [Insert Name of Gas Company]

Please ensure that the engineer is granted full access to the property and all relevant gas installations during this time. A representative from your company may be present during the inspection.

If the scheduled time conflicts with your business operations, please contact us immediately at [Insert Phone Number] or [Insert Email Address] to reschedule. Failure to provide access may result in a breach of safety protocols.

Thank you for your cooperation in keeping the building safe.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]