Dear $landlords.names$,

RE: $property.inlineAddress$

The Landlord's gas safety check is due on the above property by CustomDate1. We note from our records that you organise this work yourself using your own contractors. Please advise $companyname$ at the earliest opportunity if you wish $companyname$ to arrange this work on your behalf.

Please provide $companyname$ with a copy of the certificate. If we do not receive written acknowledgement that the gas safety check has been scheduled in advance of the due date, we will make our own arrangements at your cost for this to be carried out.

Yours Sincerely,

$user.name$