Dear $landlords.names$,

Many thanks for choosing $companyname$ to look after your property. We look forward to providing you an excellent service now and into the future.

Please find attached a copy of the information we require from you and an overview of actions we need to perform to comply with the law. It is a long list but we will organise as much as we can on your behalf. Please bear particular attention to our recommendations with regards to health and safety - we regard the health and safety of our tenants as one of our highest priorities.

If you have any questions please do not hesitate to be in touch.

Kind regards,

$user.name$