



Our ref: «Project_Reference»

<Date>

The Occupier
«Address_1»
«Address_2»
«Address_3»
«Address_4»
«Postcode»

Energy House
Woolpit Business Park
Woolpit, Bury St Edmunds
Suffolk IP30 9UP
T 01359 240363
F 01359 244046
www.gtc-uk.co.uk

Dear Customer

Essential Maintenance to your Gas Meter Installation

I am writing to advise you that GTC are the network owner and operator responsible for transporting gas to your property and, in doing so, must comply with the requirements of the Health & Safety Executive's Gas Safety (Management) Regulations.

We also own the meter at your property and we now need to carry out essential safety maintenance work on it.

Please be advised that this work will require the gas to your property to be turned off for a short period and we will need to come into your property to turn off the appliances and, on completion of the work, we will restore the gas supply and need to re-enter your premises to relight your gas appliances to ensure all is working correctly. We will also require access to your gas meter box so, if this is outside, please can you ensure that any overgrown shrubs or vegetation are cut back to allow this work to be completed.

GTC are approved by Ofgem. Our engineers are fully qualified and have the necessary skills to exchange the meter to carry out this work and they will always carry identification. We recommend that you do not let anyone into your property without seeing their identification first. This work normally takes no longer than **XXX** and it is our intention to undertake it **XXX**. An additional benefit of having this work carried out is that a free visual check on your appliances is carried out at the same time.

Please could you therefore contact us to arrange an appointment that is convenient to you, either by email at ops.mailbox@gtc-uk.co.uk or by telephone 01359 240363 Option 1 between 8.00am and 5.00pm Monday to Friday.

Yours faithfully

<Name>

Maintenance Supervisor