

My Care Home

Today

To

Specialist service provider Ltd

Dear Mr Specialist,

re : xxxxx Care Home – Proof of competency in servicing - xxxxxxxxxxxxxxxxxxxxx

Following a review of our requirements under the Regulatory Reform (Fire Safety) Order, it has come to our attention that we have a mandatory duty to ensure that the Company or persons employed to maintain our xxxxxxxxxxxxxxxx can demonstrate requisite competency to undertake the work.

In order to meet this requirement and retain this information for our records, would you please be so kind as to forward copy certificates of your 3rd party accreditation/s - in relation to the services that you undertake on our premises.

I look forward to hearing from you shortly,

Yours Faithfully,