



Reference: «Project\_No» «Job\_No» (Please quote this when calling)

Wednesday, 01 June 2011

The Tenant  
«Job\_Detail»

Dear Tenant

We have been requested by South Lakes Housing (SLH) to make an appointment with you to carry out an asbestos survey. We are carrying out surveys on several properties so that SLH meet their health and safety obligations to both you and their workforce. Please do not worry, SLH are taking a safety first approach.

**An appointment has been made for our surveyor to visit your property and the date is listed below.** This survey will take approximately 30-40 minutes to complete. All of our surveyors carry personal identification badges, and will show this as identification prior to entering your property. We would appreciate your assistance in keeping this appointment if at all possible. We understand that this may not be convenient so please phone us on **0800 953 0950** leaving your name, address, telephone number, when you are available and we shall return your call to make another appointment.

**Appointment Details: Date of Visit: «Start\_Date»  
Time of Visit: «Job\_Time»**

Carrying out surveys is one way that SLH uses to make sure they keep up to date records about the materials found in South Lakeland District Council's properties. If you want to know more then please read the information leaflet attached or contact SLH Customer Services Officer Lisa Maguire on telephone 01539 717717 or email [info@southlakeshousing.co.uk](mailto:info@southlakeshousing.co.uk).

Yours sincerely

MIS Environmental Limited

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