<Your address>  
<Your address>  
<Your town>  
<Your postcode>

<Your landlord’s address>  
<Your landlord’s address>  
<Your landlord’s address>

<Date>

Dear <Mr/Mrs/Ms Surname>

**Home energy efficiency measures – support and funding for landlords**

Since moving into this property in [month, year] I have tried to save energy and money by taking simple steps such as:

* Turning down the thermostat [delete as appropriate]
* Closing curtains to stop heat escaping through the windows [delete as appropriate]
* Not leaving appliances on standby [delete as appropriate]
* Using energy saving light bulbs [delete as appropriate]

[Insert other energy saving measures you are undertaking as appropriate]

I am writing to ask if you are aware that Energy Saving Trust Scotland has a webpage devoted to landlords, [www.est.org.uk/scotland/landlords](http://www.est.org.uk/scotland/psl). It contains a range of information on the energy efficiency measures which may be suitable for your property.

For example,

* Loft and wall insulation [amend as appropriate]
* Solid wall insulation [amend as appropriate]
* Upgrading the boiler / heating controls [amend as appropriate]
* Draught proofing [amend as appropriate]
* Double glazing [amend as appropriate]

Their specialist advisors can also explain what financial support is available and how to apply for grants and loans. The telephone number to call is Home Energy Scotland on **0808 808 2282**. I hope you find this information useful.

Kind regards,

[Your name]