

<Your address  
Your town/city  
Your postcode>

<Date>

<Your landlord's address  
Town/city  
Postcode>

Dear <your landlord's name>,

**Re: Request for permissions to install a key safe at <your address>**

I am writing to request permission for a key safe to be fitted to the property above, which I rent from you.

A key safe is a small, strong metal box which can be installed on the outside of the property and has a spare key inside its vault which can only be accessed by the use of a confidential code.

I need a key safe to be installed as part of the community alarm equipment that I am having placed in my property by Hertfordshire Careline, which is North Hertfordshire District Council and Hertfordshire County Council approved. The other community alarm equipment I need is standalone and requires no alterations to be made to the above property.

A community alarm will allow me to call for medical help if I need it by pressing a pendant button which I will wear on my person. Hertfordshire Careline, the community alarm provider, insists that a key safe is installed on the property so that, if needed, the emergency services will be able to access the property to help me. This will prevent forced entry and unnecessary physical and timely costs for any repairs that would need to be undertaken if this occurred.

The key safe will be installed by Hertfordshire Careline at no cost to me or you. The key safe is attached to the property via four screws and it will be removed by Hertfordshire Careline if I cancel the service or stop renting from you.

I would be most grateful if you could contact me as soon as possible to confirm whether permission is granted for a key safe to be installed.

Yours sincerely,

*[Your name]*

Contact telephone number: *[your number]*