

SAMPLE LETTER A

UNL Student
1600 Apple Street, Apt. #5
Lincoln, NE 68510

January 1, 2006

Leroy Jones, Manager
Rocky Real Estate, Inc.
2500 North 10th Street
Lincoln, NE 68501

Dear Mr. Jones:

This letter is to confirm our telephone conversation yesterday in which I informed you that the following repairs need to be made:

1. Repair screen windows on the north and south sides.
2. Repair refrigerator thermostat.
3. Replace back door lock.

You promised the repairs would be completed by the end of the week. Please remember to call ahead and arrange a time convenient for my roommates, myself and for you. Thank you for your cooperation.

Sincerely,
UNL Student