

SAMPLE LETTER B

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

February 1, 2006

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

Dear Mr. Jones:

I have contacted you on several occasions regarding repairs that need to be made on my apartment including:

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

I informed you of these needed repairs in my letters of January 1, 2006, and January 15, 2006. Your failure to make these repairs constitutes a violation of the Lincoln Minimum Housing Code, §76-1419 of the Nebraska Residential Landlord Tenant Act, and our lease agreement.

If these repairs are not completed within 14 days from your receipt of this letter, I will terminate our rental agreement as provided in §76-1425 and move out in 30 days, or not later than March 2, 2006.

Sincerely,
UNL Student