

SAMPLE LETTER E

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

November 30, 2005

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

Dear Mr. Jones:

I am writing to inform you I intend to vacate the apartment at 1600 Apple Street, Apartment #5, as of December 31, 2005. I will be ready to deliver the premises and return the keys on December 31, 2005, at 5:00 p.m.

I request that you come to inspect the condition of the apartment in my presence. I feel this will insure that you are satisfied with the condition of the apartment. Your failure to appear and inspect will be considered acceptance of the apartment as being in as good of condition as when we took possession, ordinary wear and tear excepted.

Sincerely
UNL Student