

John Doe
123 Main Street
Berkeley, CA 94704

Dan Keig
Owner
Berkeley, CA 94704

— May 27, 2013

Dear Mr. Keig,

I am hereby giving 30 days written notice that I will be moving out of my apartment at 123 Main Street on or before May 31, 2013. This will close my lease with your properties.

— I will be in contact with Ms. O'toole shortly about security deposits and other matters regarding the termination of the lease.

If you have any questions, please contact me at 555-555-5555

Sincerely,

John Doe

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