

Sylvia Szafrańiec,  
Wojciech Oleński  
Flat 9, Valley Court

30 September 2013

To Ms Debbie Green & Mr Matthew Parton.

I am writing to confirm what we agree over the phone on 15 August 2013 and give you written notice to vacate the property which we currently rent from yourself. Please accept this written notice in accordance with the tenancy agreement as our intention to vacate the property on or before 8<sup>th</sup> December 2013.

I will be cleaning the property to make sure to leave it in a good condition. I will remove my personal belongings and turn in my keys on or before 8th December 2013.

I would like to meet you at the property on the last day I am in possession of the keys, so that you have the opportunity to inspect the property in my company so that the final condition of the property can be agreed. Please could you contact me to confirm an appropriate time of day?

As you are aware, and in accordance to the tenancy deposit protection provisions, you will need to return my security deposit to me within 10 days, however, if you are able to return this to me anytime sooner it would be greatly appreciated.

I look forward to hearing from you soon regarding these matters.

Yours faithfully,

Sylvia Szafrańiec  
Wojciech Oleński

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