

**Date:** [Date]

**To:** [Landlord or Property Management Name]  
[Address]  
[City, State, Zip Code]

**Re: Release of Liability for Joint Tenant**

Dear [Landlord Name],

This letter serves as a formal agreement regarding the lease for the property located at:

**Property Address:** [Full Property Address]

The undersigned parties hereby agree to the following changes to the lease agreement dated [Original Lease Start Date]:

1. **Departure of Tenant:** [Name of Departing Tenant] will vacate the premises on [Move-out Date].
2. **Release of Liability:** Effective [Date of Release], [Landlord Name] hereby releases [Name of Departing Tenant] from all future obligations, financial responsibilities, and liabilities under the aforementioned lease agreement.
3. **Remaining Tenant(s):** [Name of Remaining Tenant(s)] shall remain in the property and assumes full responsibility for the total monthly rent of \$[Rent Amount] and all other terms of the original lease agreement.
4. **Security Deposit:** [Select one option below and delete the other]
  - The departing tenant waives all rights to the security deposit currently held by the landlord.
  - The security deposit shall be handled as follows: [Insert specific agreement].

By signing below, all parties confirm their acceptance of these terms.

**Landlord Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Departing Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remaining Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_