

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: Approval of Early Lease Termination

Dear [Tenant Name],

We are writing to formally acknowledge receipt of your notice to terminate your lease agreement for the property located at [Rental Address], dated [Date Notice Received].

After reviewing the documentation provided regarding your status as a victim of domestic violence, sexual assault, stalking, or harassment, we have approved your request for early lease termination in accordance with [State Statute/Law, e.g., California Civil Code 1946.7].

Please note the following details regarding your move-out:

- **Termination Date:** Your lease will officially end on [Date].
- **Financial Responsibility:** You are responsible for rent payments through [Date]. Any prepaid rent for the period following this date will be prorated and refunded.
- **Security Deposit:** Your security deposit will be processed and returned to you, minus any lawful deductions for damages beyond normal wear and tear, within [Number] days, as required by law.
- **Key Return:** Please return all keys and access remotes to the management office by [Time] on [Date].

Please provide us with a forwarding address where we can send your security deposit statement and any remaining funds.

We wish you safety and the best in your new transition.

Sincerely,

[Signature]
[Printed Name]
[Title/Property Name]