

[Landlord or Management Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

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

RE: Approval of Early Lease Termination - [Rental Unit Address]

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your request to terminate your lease agreement dated [Lease Start Date] for the property located at the address above.

We have reviewed the documentation regarding your extenuating circumstances. Based on the information provided, we have approved your request for early termination without the standard penalties outlined in the original lease agreement.

The terms of this approval are as follows:

- **Final Move-Out Date:** [Date]
- **Keys Return:** All keys and access fobs must be returned to [Location] by [Time] on the move-out date.
- **Final Rent Payment:** Your final pro-rated rent amount of \$[Amount] is due by [Date].
- **Move-Out Inspection:** An inspection is scheduled for [Date/Time].

Please ensure the unit is left in clean condition and free of all personal belongings and trash. Your security deposit of \$[Amount] will be handled in accordance with state law and the terms of your lease. Any deductions for damages (beyond normal wear and tear) or unpaid utilities will be itemized and sent to your forwarding address within [Number] days.

Please provide your forwarding address below:

Forwarding Address: _____

If you have any questions regarding the move-out process, please contact [Contact Name] at [Phone Number] or [Email].

Sincerely,

[Signature]

[Printed Name]
[Title/Company Name]