

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Subject: Approval of Early Lease Termination - Financial Hardship

Dear [Tenant Name],

This letter is to formally confirm that your request for early lease termination for the property located at [Property Address] has been approved due to demonstrated financial hardship.

The terms of this approval are as follows:

- **Final Move-Out Date:** [Date]
- **Lease Termination Date:** [Date]
- **Pro-rated Rent Amount Due:** [Amount] (Due by [Date])
- **Agreed Termination Fee:** [Amount / Waived]

Please ensure that all keys and entry devices are returned to the management office by 12:00 PM on your move-out date. The property must be cleared of all personal belongings and left in a clean condition, as per the original lease agreement.

Regarding your security deposit, a final inspection will be conducted within [Number] days of your departure. A statement of account and any applicable refund will be mailed to your forwarding address: **[Tenant Forwarding Address]**.

By signing below, both parties agree that the lease agreement dated [Original Lease Start Date] will be rendered null and void as of the Termination Date, provided all conditions above are met.

Sincerely,

[Landlord/Manager Name]
[Property Management Company Name]
[Phone Number]

Acknowledgement:

[Tenant Signature]

[Date]