

[Current Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Approval of Early Lease Termination and Buyout Agreement

Dear [Tenant Name],

This letter serves as formal notification that your request for an early lease termination regarding the property located at [Property Address] has been approved.

The terms of the lease buyout are as follows:

- **Termination Date:** Your lease will officially end on [Date].
- **Buyout Fee:** A total payment of \$[Amount] is required.
- **Payment Due Date:** The buyout fee must be paid in full by [Date].

Please note that this approval is contingent upon the following conditions:

1. The buyout fee is paid by the specified deadline.
2. All utilities are paid through the termination date.
3. The premises are vacated and returned in clean condition, free of damages beyond normal wear and tear.
4. All keys and access devices are returned to the management office by [Time] on the termination date.

Once the buyout fee is processed and the move-out inspection is completed, the security deposit will be handled in accordance with the terms of your original lease agreement and local laws.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]

Tenant Acceptance:

I accept the terms and conditions of this lease buyout.

Signature: _____ Date: _____