

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

[Date]

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

RE: Approval of Early Lease Termination - [Property Address/Unit Number]

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to terminate your lease agreement early, dated [Date of Tenant Notice]. We have reviewed the accompanying military orders and find them to be in compliance with the Servicemembers Civil Relief Act (SCRA) or applicable state laws.

Your request for early termination is hereby approved. Based on the date your notice was delivered, your official lease termination date will be [Final Date of Occupancy/Termination].

The following terms apply to your move-out process:

- **Rent Due:** You are responsible for the payment of rent through the termination date of [Date].
- **Utilities:** Please ensure all utilities are disconnected or transferred out of your name effective as of the termination date.
- **Security Deposit:** Your security deposit will be processed in accordance with the lease terms and state law. A statement of any deductions for damages (beyond normal wear and tear) and the remaining balance will be mailed to your forwarding address within [Number] days.
- **Key Return:** Please return all keys, fobs, and garage openers to the management office by [Time] on [Date].

Please provide us with your forwarding address for the delivery of your security deposit and final statement:

Forwarding Address: _____

We thank you for your service and wish you the best with your new assignment.

Sincerely,

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