

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

Mutual Agreement Early Lease Termination Approval

Dear [Tenant Names],

This letter serves as formal confirmation and approval of the mutual agreement to terminate your lease agreement dated [Original Lease Start Date] for the property located at the address listed above.

Both parties have agreed that the lease shall terminate early on **[New Termination Date]** at [Time, e.g., 11:59 PM].

Terms of Termination:

- **Move-Out Date:** The Tenant agrees to vacate the premises no later than the termination date specified above.
- **Termination Fee:** [The Tenant shall pay a fee of \$ _____ / No termination fee is required].
- **Security Deposit:** The security deposit will be handled in accordance with the original lease terms and local laws. A move-out inspection will be conducted on [Date/Time].
- **Property Condition:** The Tenant agrees to return the keys and leave the property in a clean condition, free of trash and personal belongings.

By signing below, both the Landlord and Tenant release each other from any further obligations or liabilities under the original lease agreement effective as of the termination date, provided all terms of this agreement are met.

Sincerely,

Landlord/Property Manager Signature

Date

Tenant Signature

Date
