

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Approval of Early Lease Termination**

Dear [Tenant Name],

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

We acknowledge receipt of your early termination penalty fee in the amount of \$[Amount], paid on [Date]. As per our agreement, the payment of this fee satisfies the financial requirements for breaking the lease prior to the original expiration date.

Your new official move-out date is scheduled for [Move-out Date]. Please ensure that all keys are returned to [Location/Person] and that the premises are cleared of all personal belongings by [Time] on that date.

A move-out inspection will be conducted on [Inspection Date/Time]. Following this inspection, your security deposit will be processed in accordance with the terms of your lease and local laws. Please provide your forwarding address below to ensure the timely delivery of your deposit statement.

Forwarding Address: \_\_\_\_\_

Thank you for your cooperation during this transition.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]