

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Approval of Early Lease Termination - Property Transfer

Dear [Tenant Name],

This letter is to formally acknowledge and approve your request for the early termination of your lease agreement for the property located at [Property Address].

We understand that this request is due to the upcoming transfer of property ownership. Per our agreement, your lease will now officially terminate on [Termination Date].

Please note the following requirements for your move-out process:

- **Final Rent:** Your final pro-rated rent amount of \$[Amount] is due by [Date].
- **Key Return:** All keys, remotes, and access cards must be returned to [Location/Person] by [Time] on [Termination Date].
- **Property Condition:** The unit must be vacated in a clean condition, with all personal belongings removed, to ensure the full return of your security deposit.
- **Inspection:** A final walk-through inspection is scheduled for [Date] at [Time].

Your security deposit of \$[Amount] will be processed and returned to you, minus any applicable deductions for damages beyond normal wear and tear, within [Number] days of your move-out date. Please provide your forwarding address below.

Forwarding Address:

[_____]

If you have any questions regarding the transition or the property transfer, please contact [Name] at [Phone/Email].

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Company Name]