

Date: [Current Date]

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Property Address]

To: [Roommate Name 1] and [Roommate Name 2]

Address: [Rental Property Address]

RE: Approval of Early Lease Termination and Roommate Separation

Dear [Roommate Names],

This letter serves as formal written approval regarding your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Rental Property Address].

I have reviewed your request for early termination due to roommate separation. I am prepared to release both parties from the lease effective [Move-out Date], provided the following conditions are met:

- The premises are vacated and all keys are returned by [Time] on [Date].
- The property is left in a clean condition, free of trash and personal belongings.
- An early termination fee of \$[Amount] is paid by [Date].
- All outstanding rent and utility balances are paid in full.

The security deposit of \$[Amount] will be handled as follows: [Specify if it will be returned to one party, split, or used for damages]. A final inspection will be conducted on [Inspection Date] to determine any necessary deductions.

By signing below, all parties agree that once the move-out requirements are satisfied, the lease is considered null and void, and no further obligations shall exist between the landlord and the tenants.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acknowledgement:

[Roommate 1 Name]

[Roommate 2 Name]