

[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.

As per our agreement, your new move-out date is scheduled for [Termination Date]. Your lease will officially end on this day, and you are expected to vacate the premises and return all keys by [Time].

This approval is subject to the following conditions:

- **Early Termination Fee:** A fee of \$[Amount] is due by [Date].
- **Rent Payments:** You remain responsible for all rent payments through [Termination Date].
- **Property Condition:** The unit must be left in clean condition, free of trash and personal belongings, to avoid additional cleaning fees.

A move-out inspection will be conducted on [Inspection Date/Time]. Following this inspection, your security deposit will be processed and returned to you within [Number] days, minus any lawful deductions for damages beyond normal wear and tear.

Please provide your forwarding address below for the return of your security deposit and any final correspondence.

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Phone Number]

[Email Address]