

[Date]

[Landlord Name/Company Name]

[Landlord Address]

[City, State, Zip Code]

RE: Mutual Agreement to Terminate Lease

Dear [Landlord Name/Property Manager],

This letter serves as a formal agreement between **[Tenant Name/Company Name]** ("Tenant") and **[Landlord Name/Company Name]** ("Landlord") regarding the lease agreement dated **[Original Lease Date]** for the corporate office space located at:

[Full Office Address]

Both parties hereby mutually agree to terminate the lease under the following terms and conditions:

- **Termination Date:** The lease shall officially terminate on **[Final Date of Occupation]**.
- **Surrender of Premises:** The Tenant agrees to vacate the premises and return all keys/access cards by 5:00 PM on the Termination Date.
- **Condition of Property:** The Tenant shall leave the office in a "broom-clean" condition, subject to normal wear and tear.
- **Financial Obligations:** The Tenant agrees to pay all rent and utility charges up to and including the Termination Date. [Optional: Specify any agreed-upon termination fee].
- **Security Deposit:** The security deposit of \$[Amount] shall be handled in accordance with the original lease terms and local laws, following a final inspection of the premises.
- **Mutual Release:** Effective upon the Termination Date, both Landlord and Tenant release each other from all further obligations and liabilities arising under the original lease, except for those terms intended to survive termination.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Authorized Signatory Name]

[Title]

[Tenant Company Name]

Agreed and Accepted by Landlord:

[Landlord Authorized Name]
[Title]
[Date]