

[Current Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Early Lease Termination Addendum for Signature

Dear [Tenant Name],

Following our recent discussion regarding your request to end your lease agreement early, I have enclosed the Early Lease Termination Addendum for your review and signature.

This document outlines the agreed-upon terms for your departure, including:

- The official lease termination date: [Termination Date]
- The move-out requirements and inspection process
- Any applicable early termination fees or rent obligations
- Provisions regarding the security disposal/return

Please review the document carefully. If you agree to the terms, please sign and return the addendum to our office by [Return Deadline Date]. Once signed by both parties, a fully executed copy will be provided for your records.

If you have any questions regarding the details of this addendum, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Landlord Name]

[Company Name, if applicable]

[Contact Information]

Enclosure: Early Lease Termination Addendum