

Date: [Date]

To: [Landlord or Property Management Name]
[Property Management Address]
[City, State, Zip Code]

Re: Assumption of Financial Responsibility for [Rental Property Address]

Dear [Landlord or Property Manager Name],

This letter serves as a formal agreement regarding the lease for the property located at [Property Address].

I, [Remaining Tenant Name], understand that my co-tenant, [Departing Tenant Name], will be vacating the premises on [Move-out Date] and will be removed from the lease agreement effective [Effective Date].

By signing this letter, I agree to assume full and sole financial responsibility for the remainder of the lease term ending on [Lease End Date]. This responsibility includes, but is not limited to:

- The full monthly rent payment of \$[Rent Amount].
- All utility payments associated with the unit.
- Any late fees, legal costs, or damages incurred during the tenancy.
- Maintenance of the existing security deposit currently held by the landlord.

I confirm that I have the financial means to cover these costs independently. I request that [Departing Tenant Name] be released from all future financial obligations related to this lease as of the effective date mentioned above.

Please let me know if any additional documentation or a new lease agreement is required to finalize this transition.

Sincerely,

[Remaining Tenant Signature]

[Remaining Tenant Printed Name]

[Phone Number]

[Email Address]

Acknowledged and Agreed by Landlord:

[Landlord/Manager Signature]

Date: _____