

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Acknowledgment of Early Lease Termination

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to terminate your lease agreement early for the property located at [Property Address].

Based on your notice, your move-out date is scheduled for [Termination Date]. According to the terms of your lease agreement, the following conditions apply to this early termination:

- **Early Termination Fee:** [Amount or "N/A"]
- **Rent Obligations:** You are responsible for rent payments through [Date].
- **Utilities:** Please ensure all utility accounts are settled or transferred as of your move-out date.

An inspection of the premises will be conducted on [Date/Time] to assess the condition of the unit. Please ensure all personal belongings are removed and the property is cleaned prior to this time.

Regarding your security deposit of [Deposit Amount], a statement detailing any deductions for repairs or cleaning, along with the remaining balance, will be mailed to your forwarding address within [Number] days of your move-out date.

Please provide your forwarding address below:

Forwarding Address: _____

If you have any questions, please contact [Landlord/Manager Name] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Name]

[Company Name]