

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Tenant Name]
[Address]
[City, State, Zip Code]

RE: Acknowledgment of Lease Termination Due to Military Deployment

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to vacate the premises located at [Rental Address] on [Date of Move-Out].

We have reviewed the military orders provided regarding your upcoming [deployment/permanent change of station]. In accordance with the Servicemembers Civil Relief Act (SCRA), we accept your request for early lease termination. Your lease agreement will officially end on [Termination Date].

Please note the following regarding your move-out process:

- **Final Rent Payment:** Your final rent payment for the period of [Date] to [Date] will be \$[Amount].
- **Inspection:** A move-out inspection is scheduled for [Date] at [Time]. Please ensure all personal belongings are removed and the unit is cleaned.
- **Key Return:** All keys, fobs, and garage openers must be returned to the leasing office by [Time] on your move-out date.
- **Security Deposit:** Your security deposit, minus any applicable deductions for damages beyond normal wear and tear, will be processed and mailed to your forwarding address within [Number] days, as per state law.

Please provide your forwarding address below:

Forwarding Address: _____

We thank you for your service and wish you the best during your deployment. If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Property Management Company]