

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

Dear [Tenant Name],

This letter serves as formal acknowledgment of your notice to vacate the above-mentioned premises on [Move-out Date], which is prior to the expiration of your lease agreement dated [Lease Start Date].

As per the terms of your Lease Agreement, specifically Section [Section Number/Title], an early termination of the lease results in the assessment of specific penalties and fees. This letter outlines the financial obligations resulting from this early vacancy:

- **Early Termination Fee:** \$[Amount]
- **Pro-rated Rent (until new tenant or lease end):** \$[Amount]
- **Administrative/Re-letting Costs:** \$[Amount]
- **Other Applicable Fees:** \$[Amount]

**Total Penalty Assessment:** \$[Total Amount]

Please be advised that this assessment is independent of any deductions that may be made from your security deposit regarding property damages or cleaning requirements. A final inspection of the unit will be conducted on [Inspection Date] or within [Number] days of your move-out.

Regarding the balance due:

[Insert instructions: e.g., Payment must be received by (Date) / The amount will be deducted from your security deposit.]

Please provide your forwarding address below for the delivery of your final statement and any remaining security deposit funds.

**Forwarding Address:**

[Street Address]

[City, State, Zip Code]

If you have any questions regarding these charges, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]