

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Approval of Early Lease Termination - [Property Address]

Dear [Tenant Name],

This letter serves as formal notification that your request to terminate your lease agreement early for the property located at [Property Address] has been approved.

Pursuant to our agreement and the terms of your lease, the termination is subject to the payment of a Buyout Fee. Please find the details of the termination below:

- **Final Move-Out Date:** [Date]
- **Total Buyout Fee Amount:** \$[Amount]
- **Payment Due Date:** [Date]

Please ensure that the Buyout Fee is paid in full by the date specified above. Failure to provide payment may void this approval and result in continued liability for the remaining lease term.

Prior to your departure, please ensure the following:

1. All personal belongings are removed from the premises.
2. The unit is cleaned according to the move-out checklist.
3. All keys and access fobs are returned to [Location/Person] by [Time] on your move-out date.

Following your move-out, a final inspection will be conducted. Your security deposit will be processed in accordance with state law and the terms of your lease agreement, sent to your forwarding address provided below.

Forwarding Address:

[Forwarding Address]

[City, State, Zip Code]

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

Sincerely,

[Your Name/Property Manager Name]

[Company Name]