

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name],

We have received your request for early lease termination regarding the property listed above. Your current lease is scheduled to expire on [Lease End Date].

We are granting **conditional approval** for the early termination of your lease, provided that the following terms and conditions are met:

- **Termination Date:** Your new move-out date is set for [New Move-Out Date] at [Time].
- **Early Termination Fee:** You agree to pay a fee of \$[Amount] by [Payment Due Date].
- **Rent Obligations:** You remain responsible for all rent payments and utilities until [New Move-Out Date or Date New Tenant Moves In].
- **Property Condition:** The property must be returned in clean condition, free of trash and personal belongings, and in compliance with the move-out guidelines attached to your original lease.
- **Replacement Tenant:** [Optional: This approval is subject to a qualified replacement tenant signing a new lease for the unit.]

If any of the above conditions are not met, this conditional approval will be voided, and you will remain responsible for the full duration of your original lease agreement.

Once the property has been inspected and all fees have been paid, we will process your security deposit in accordance with state law and your lease agreement.

Please sign and return a copy of this letter by [Deadline Date] to signify your acceptance of these terms.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

Tenant Acknowledgement:

I/We agree to the conditions stated above.

Signature: _____ Date: _____