

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

**Subject: Approval of Early Lease Termination**

Dear [Tenant Name],

This letter is to formally confirm that your request for early lease termination for the property located at [Property Address] has been approved. Your new official move-out date is scheduled for [Move-out Date].

Please follow these instructions to ensure a smooth transition and the return of your security deposit:

- **Cleaning:** The unit must be thoroughly cleaned, including all appliances, floors, and windows. All personal belongings and trash must be removed.
- **Repairs:** Please ensure any damage beyond normal wear and tear is repaired prior to your departure.
- **Key Return:** All keys, remotes, and access cards must be returned to [Location] by [Time] on [Date].
- **Final Inspection:** A move-out inspection is scheduled for [Date] at [Time]. You are welcome to be present.
- **Utilities:** Please contact your utility providers to schedule the transfer or shut-off of services effective [Date].
- **Forwarding Address:** Please provide your new mailing address below for the processing of your security deposit.

Your security deposit of \$[Amount], minus any applicable deductions for cleaning or repairs, will be processed and mailed within [Number] days as per the lease agreement and local laws.

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

Sincerely,

[Your Name]

[Landlord/Property Manager Name]

[Company Name]