

Date: [Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Subject: Final Confirmation of Early Lease Termination Approval

Dear [Tenant Name],

This letter serves as formal and final confirmation that your request for early lease termination for the property located at [Property Address] has been approved.

As per our agreement, your tenancy will officially end on **[Move-out Date]**. This date is now considered your final day of legal possession.

Terms of Approval:

- **Termination Fee:** [Amount or "None"] must be paid by [Date].
- **Rent Obligations:** You are responsible for rent payments through [Final Date of Rent Responsibility].
- **Key Return:** All keys, remotes, and access fobs must be returned to [Location] by [Time] on [Date].

Move-Out Requirements:

The property must be vacated and left in a clean, undamaged condition. A move-out inspection is scheduled for [Date] at [Time]. Your security deposit of [Deposit Amount] will be processed and returned according to the terms of your lease and local laws, minus any applicable deductions for repairs or unpaid balances.

Please provide your forwarding address below for the delivery of your security deposit statement:

If you have any questions regarding the move-out process, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Landlord or Property Manager Title]

[Company Name]