

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

RE: Approval of Early Lease Termination - Financial Hardship

Dear [Tenant Name],

This letter is to formally notify you that your request for early termination of your lease agreement for the property located at [Property Address] has been approved due to demonstrated financial hardship.

The terms of this approval are as follows:

- **Termination Date:** Your lease will officially end on [Move-out Date].
- **Final Rent Payment:** You are responsible for the pro-rated rent amount of \$[Amount] due on [Date].
- **Move-out Inspection:** An inspection of the premises will be conducted on [Date/Time].
- **Security Deposit:** Your security deposit will be processed in accordance with state law and the lease agreement, less any deductions for damages beyond normal wear and tear or outstanding balances.

Please ensure that all keys, fobs, and parking passes are returned to the management office by [Time] on [Move-out Date]. The unit must be left in a clean condition and clear of all personal belongings and trash.

We understand that this is a difficult time and appreciate your communication regarding this matter. If you have any questions, please contact the office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]
[Company Name]
[Signature]