

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]
[City, State, Zip Code]

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

Dear [Tenant Name],

This letter is to formally acknowledge and approve your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address]. We understand that this request is due to your job relocation to [New City/State].

As per our agreement, your final day of tenancy will be [Move-out Date]. Your lease will be officially terminated on this date, provided the following conditions are met:

- **Rent Payment:** Rent must be paid in full up until [Move-out Date].
- **Early Termination Fee:** As discussed, an early termination fee of \$[Amount] is due by [Date].
- **Property Condition:** The unit must be vacated in a clean condition, free of trash and personal belongings, and with no damages beyond normal wear and tear.
- **Key Return:** All keys, fobs, and garage openers must be returned to [Location] by [Time] on [Move-out Date].

We will conduct a final move-out inspection on [Date/Time]. Following the inspection, your security deposit of \$[Amount] will be processed and returned to you, minus any applicable deductions for repairs or cleaning, within [Number] days as required by law.

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

Forwarding Address: _____

We wish you the best of luck with your relocation and your new position.

Sincerely,

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

[Phone Number]
[Email Address]