

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Approval of Early Lease Termination

Dear [Tenant Name],

This letter serves as formal notification that I, [Landlord Name], have approved your request for early termination of your lease agreement for the property located at [Property Address].

The original lease expiration date was [Original End Date]. Per our agreement, the new termination date is now set for [New Termination Date].

This approval is granted under the following conditions:

- The tenant agrees to pay an early termination fee of \$[Amount].
- The tenant remains responsible for rent and utilities until the new termination date.
- The property must be vacated and cleaned by [Time] on [New Termination Date].
- A final move-out inspection will be conducted on [Date/Time].

The security deposit of \$[Amount] will be handled in accordance with the terms of the lease and local laws. Any deductions for damages or unpaid balances will be itemized and sent to your forwarding address within [Number] days of move-out.

Please provide your forwarding address below for the return of your security deposit and any future correspondence.

Forwarding Address: _____

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acknowledgment:

I, [Tenant Name], agree to the terms of this early termination agreement.

Signature: _____ Date: _____