

[Date]

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

RE: Approval of Early Lease Termination (Military Orders)

Dear [Tenant Name],

This letter is to formally acknowledge and approve your request for early termination of your lease agreement for the property located at [Property Address].

We have received and verified the copy of your official military orders [or letter from your commanding officer] regarding your [Permanent Change of Station (PCS) / Deployment] dated [Date of Orders].

In accordance with the Servicemembers Civil Relief Act (SCRA) and the terms of your lease, your tenancy will officially terminate on [Effective Date of Termination].

Please note the following requirements for your move-out:

- **Final Rent Payment:** Your final prorated rent amount due for the period of [Start Date] to [End Date] is \$[Amount].
- **Key Return:** All keys, fobs, and garage openers must be returned to [Location] by [Time] on [Date].
- **Inspection:** A move-out inspection is scheduled for [Date] at [Time].
- **Security Deposit:** Your security deposit will be processed and a statement of any deductions will be mailed to your forwarding address within [Number] days, as per state law.

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

Forwarding Address: \_\_\_\_\_

Thank you for your service. We wish you the best with your relocation. If you have any questions, please contact [Property Manager Name] at [Phone Number].

Sincerely,

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