

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Approval of Penalty-Free Early Lease Termination

Dear [Tenant Name],

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

Based on our mutual agreement, your lease will now terminate on **[New Termination Date]**. This will be your final day of occupancy.

As discussed, the landlord has agreed to waive all early termination fees and penalties associated with breaking the lease prior to the original expiration date. You will only be responsible for the following:

- Pro-rated rent up until the move-out date of [New Termination Date].
- Any outstanding utility charges or fees incurred up to the move-out date.
- Leaving the premises in a clean condition, free of trash and personal belongings.

The standard security deposit procedures will still apply. Your deposit, minus any lawful deductions for damages beyond normal wear and tear, will be returned to you within [Number] days of your move-out, as per state law. Please provide your forwarding address below:

Forwarding Address: _____

Please return all keys and access remotes to [Location/Person] by [Time] on [New Termination Date].

We wish you the best in your future endeavors.

Sincerely,

[Landlord or Property Manager Signature]

[Landlord or Property Manager Printed Name]

[Company Name, if applicable]