

Date: [Current Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Property Address]

Subject: Approval of Early Lease Termination and Security Deposit Disposition

Dear [Tenant Names],

This letter serves as formal acceptance of your request to terminate your lease agreement early, effective [Move-out Date]. This approval is granted provided that all terms mentioned below are met.

Regarding your security deposit of \$[Amount]:

- A move-out inspection will be conducted on [Inspection Date/Time].
- The deposit will be returned, less any deductions for unpaid rent, utilities, or damages beyond normal wear and tear.
- An itemized statement and any remaining funds will be sent to your forwarding address within [Number] days, as per state law.

Please ensure that all keys are returned to the landlord by [Time] on the move-out date and that the property is left in a clean condition.

Please provide your forwarding address below:

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Phone Number]