

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

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

Dear [Tenant Name],

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

Per our agreement, your new move-out date is set for [**New Move-Out Date**]. On or before this date, you are required to vacate the premises, remove all personal belongings, and return all keys to [Landlord/Property Manager Name].

Please note that this approval is subject to the following conditions:

- **Termination Fee:** A fee of \$[Amount] is due by [Date].
- **Rent Obligations:** You remain responsible for rent payments through [Final Date of Responsibility].
- **Property Condition:** The unit must be left in a clean and undamaged condition, as outlined in your original lease agreement.

A move-out inspection will be scheduled for [Date/Time]. Your security deposit of \$[Amount] will be processed and returned to you, minus any applicable deductions for repairs or cleaning, within [Number] days of your move-out date, as required by law.

Please provide your forwarding address below or via email to ensure the delivery of your deposit and final statement.

If you have any questions regarding the move-out process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]