

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Request for Early Lease Termination for [Property Address]

Dear [Tenant Name],

We have received your formal request dated [Date] to terminate your lease agreement early, effective [Requested Move-out Date].

After reviewing your request and the terms of your lease agreement signed on [Lease Start Date], we are unable to grant a formal release from your rental obligations at this time. The current lease is a legally binding contract that remains in effect until [Lease End Date].

However, we understand that your circumstances have changed. While we cannot terminate the lease, we are willing to allow you to mitigate your costs by finding a suitable subtenant. According to the terms of your agreement, you may sublease the unit provided the following conditions are met:

- The proposed subtenant must complete our standard application process.
- The subtenant must meet our credit and income requirements.
- Final written approval must be granted by the landlord/management before the subtenant moves in.
- You, the original tenant, will remain legally responsible for the rent and any damages until the end of the original lease term.

Please let us know if you would like to proceed with the subleasing process so we can provide you with the necessary application forms.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Company Name]

[Phone Number]