

[Property Management Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Tenant Name]  
[Unit Address]  
[City, State, Zip Code]

**Subject: Acknowledgment of Lease Termination Under SCRA**

Dear [Tenant Name],

We have received your formal notice to terminate your lease agreement for the property located at [Unit Address], along with a copy of your [Military Orders / Commanding Officer's Letter].

In accordance with the Servicemembers Civil Relief Act (SCRA), we acknowledge that your lease will officially terminate effective [Date of Termination]. Based on the date your notice was delivered, your final rental obligation will cover the period through [Final Date].

Regarding your security deposit, we will process it in accordance with state law and your lease agreement. A final inspection of the premises will be conducted on [Move-out Inspection Date/Time]. Please ensure all keys and remotes are returned to the management office by [Time] on your termination date.

Your prorated rent amount for the final month is \$[Amount], due on [Date].

We thank you for your service. Please provide your forwarding address below for the return of your security deposit and final accounting statement.

Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

[Signature]  
[Name of Property Manager]  
[Property Management Company Name]