

[Current Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[City, State, Zip Code]

RE: Conditional Acceptance of Early Lease Termination

Dear [Tenant Name],

This letter acknowledges your formal request to terminate your lease agreement for the property located at [Property Address], which was originally scheduled to expire on [Original Lease End Date].

Landlord hereby agrees to accept the early termination of your lease effective [Proposed Termination Date], subject to the following conditions being met by [Deadline Date]:

- **Termination Fee:** Payment of a one-time termination fee in the amount of \$[Amount].
- **Rent Fulfillment:** Payment of all outstanding rent and utility charges up to the termination date.
- **Property Condition:** The premises must be returned in "broom-clean" condition, free of all personal property, debris, and hazardous materials, as per the lease restoration requirements.
- **Surrender of Possession:** All keys, security badges, and remotes must be returned to the Management Office by 5:00 PM on the termination date.
- **Inspection:** A final walk-through must be completed and signed by both parties.

Failure to meet any of the conditions listed above will render this conditional acceptance void, and the original terms of the lease agreement will remain in full force and effect.

Please sign and return a copy of this letter to indicate your agreement to these terms.

Sincerely,

[Landlord/Manager Name]

[Company Name]

Accepted and Agreed:

[Tenant Signature]

Date: _____