

[Landlord Name]  
[Landlord Address]  
[City, State, Zip Code]  
[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]

**RE: Conditional Acceptance of Early Lease Termination**

Dear [Tenant Name],

This letter serves as formal notification that I have received your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address].

I am prepared to accept your request for early termination effective [Move-out Date], subject to the following conditions and payment of a termination fee:

- **Termination Fee:** A one-time, non-refundable fee of \$[Amount] must be paid by [Date].
- **Rent Obligations:** You remain responsible for all rent payments and utility charges until [Move-out Date].
- **Property Condition:** The premises must be vacated in clean condition, free of trash and personal belongings, as per the move-out guidelines.
- **Inspection:** A final walk-through inspection will be conducted on [Date/Time].

Please note that this acceptance is contingent upon the successful receipt of the termination fee mentioned above. If the fee is not paid by the specified date, the original lease agreement remains in full effect until its natural expiration on [Original Lease End Date].

Your security deposit of \$[Deposit Amount] will be handled in accordance with state law and the terms of your lease agreement following the move-out inspection.

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

Sincerely,

[Landlord Signature]  
[Landlord Printed Name]

---

**Tenant Acknowledgement and Agreement:**

I/We, the Tenant(s), agree to the conditions and the termination fee stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_