

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

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

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

Dear [Tenant Name],

This letter serves as formal notification that [Landlord/Property Management Name] accepts your request for the early termination of your lease agreement for the property located at [Property Address], originally scheduled to end on [Original Lease End Date].

This acceptance is **conditional** upon the fulfillment of the following financial obligations and requirements:

- **Termination Fee:** \$[Amount]
- **Outstanding Rent:** \$[Amount] (For the period of [Dates])
- **Utility Balances:** All utility accounts must be paid in full and closed through [Move-out Date].
- **Property Condition:** The premises must be returned in clean condition, free of trash and personal belongings, as per the move-out checklist.

**Final Balance Due:** \$[Total Amount]

The total final balance of \$[Total Amount] must be paid by [Due Date] via [Accepted Payment Method]. Upon receipt of this payment and the successful return of all keys on [Move-out Date], your lease will be officially terminated and you will be released from further rent obligations.

Failure to meet these conditions will void this agreement, and you will remain liable for the full terms of the original lease.

Please sign below to acknowledge your agreement to these terms.

Sincerely,

[Landlord/Manager Signature]  
[Printed Name]

**Tenant Acknowledgment:**

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