

[Landlord Name]
[Landlord Address]
[Date]

[Tenant Name]
[Tenant Address]

Re: Conditional Acceptance of Early Lease Termination

Dear [Tenant Name],

I am writing to formally acknowledge your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address]. Your requested move-out date is [Proposed Move-Out Date].

I am willing to accept this early termination under the following conditions:

1. **Pre-Termination Inspection:** A physical inspection of the premises must be conducted on [Inspection Date] at [Time].
2. **Property Condition:** The property must be returned in a clean, undamaged condition, minus normal wear and tear. All personal belongings must be removed and the unit must be professionally cleaned.
3. **Repair Costs:** If the inspection reveals damages beyond normal wear and tear, the costs of repairs will be deducted from your security deposit. If repairs exceed the deposit, you will remain liable for the balance.
4. **Financial Obligations:** All rent and utility payments must be paid in full up to the agreed move-out date.
5. **Early Termination Fee:** [Optional: Specify fee amount if applicable, or state "None"].

Final acceptance of this termination is strictly contingent upon the successful completion of the inspection and fulfillment of the terms listed above. If these conditions are not met, the landlord reserves the right to hold you responsible for the remaining duration of the lease term.

Please sign below to indicate your agreement to these conditions and return a copy to me by [Due Date].

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Agreement:

I, [Tenant Name], agree to the conditions set forth in this letter.

Signature: _____ Date: _____