

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Acceptance of Conditional Early Lease Termination for Property: [Insert Property Address]

Dear [Tenant Name],

This letter serves as formal acceptance of your request for early lease termination regarding the property located at [Insert Property Address]. We agree to terminate the lease agreement originally ending on [Original Lease End Date], effective as of [New Termination Date].

This acceptance is strictly **conditional** upon the fulfillment of the following terms:

- **Early Termination Fee:** A fee of \$[Amount] must be paid by [Date].
- **Rent Payment:** All rent and utility payments must be paid in full up until the new termination date of [New Termination Date].
- **Property Condition:** The premises must be vacated and returned in clean condition, free of trash and personal belongings, as per the move-out guidelines.
- **Showing the Property:** You agree to allow reasonable access for showings to prospective tenants during your remaining residency.

If any of the above conditions are not met, this agreement shall become void, and the original terms of the lease, including your liability for the full lease term, will remain in effect.

Regarding your security deposit, it will be processed in accordance with state law and the lease agreement following a final move-out inspection. Please provide your forwarding address below or via email.

Please sign and return a copy of this letter to confirm your agreement to these conditions.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Date]

Tenant Acceptance:

I/We agree to the conditions set forth in this letter.

Signature: _____ Date: _____

Forwarding Address: _____