

[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 Manager Name] has received and reviewed your request to terminate your lease agreement for the property located at [Property Address], which was originally scheduled to expire on [Original Lease End Date].

We have agreed to accept your request for early termination effective [New Termination Date], subject to the following conditions and penalty requirements:

1. Early Termination Penalty: A termination fee in the amount of \$[Amount] must be paid by [Date]. This fee is separate from your monthly rent obligations.

2. Rent Obligations: You remain responsible for all rent payments and utility charges until the new termination date of [New Termination Date].

3. Property Condition: The property must be vacated and returned in clean, undamaged condition, as per the terms of your lease agreement. A move-out inspection will be scheduled for [Date/Time].

4. Security Deposit: Your security deposit will be processed and returned in accordance with state law and the lease agreement, less any applicable deductions for damages or unpaid balances.

Failure to meet any of the conditions outlined above, including the payment of the termination penalty, will render this acceptance void and the original terms of your lease will remain in full effect.

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

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

Tenant Acknowledgment and Agreement:

I/We agree to the terms and conditions of the early lease termination as stated above.

Signature: _____ Date: _____