

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name(s)],

This letter serves as formal notification that I, [Landlord/Manager Name], agree to your request for early lease termination regarding the property listed above, subject to the successful placement of a replacement tenant.

My acceptance of this early termination is strictly conditional upon the following terms:

- **Replacement Tenant:** A qualified replacement tenant must be found, screened, and approved by the landlord.
- **New Lease Execution:** The replacement tenant must sign a formal lease agreement and pay all required deposits and first month's rent.
- **Release Date:** Your responsibility for rent and utilities will only cease on the day the new tenant's lease begins.
- **Early Termination Fee:** You agree to pay a fee of \$[Amount] to cover administrative and re-listing costs.
- **Property Condition:** The unit must be vacated in clean condition, as per the original lease agreement, to facilitate immediate occupancy.

Failure to meet these conditions will result in the original lease remaining in full force, and you will continue to be responsible for all rent payments until the original lease expiration date or until a new tenant is secured.

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

Tenant Acknowledgment:

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

Signature: _____ Date: _____