

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address]

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

Dear [Tenant Name(s)],

This letter serves as formal notification that [Landlord/Property Management Name] accepts your request to terminate your lease agreement dated [Lease Start Date] prior to its original expiration date of [Original End Date].

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

- **Termination Date:** Your new move-out date is set for [New Termination Date] at [Time].
- **Early Termination Fee:** A fee of \$[Amount] must be paid in full by [Date].
- **Rent Obligations:** You remain responsible for all rent payments and utilities through [New Termination Date].
- **Property Condition:** The premises must be returned in a clean, undamaged condition, consistent with the move-in inspection report, barring normal wear and tear.
- **Key Return:** All keys, fobs, and garage openers must be returned by [Time] on [New Termination Date].

Failure to meet any of the conditions listed above will void this agreement, and the original terms of your lease, including financial responsibility for the full remaining term, will remain in effect.

Regarding your security deposit: A final inspection will be conducted after you vacate. Any deductions for damages or unpaid balances will be itemized and handled in accordance with local laws and your lease agreement.

Please sign and return a copy of this letter by [Deadline Date] to confirm your agreement to these conditions.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name Printed]

[Phone Number]

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**Tenant Acknowledgment:**

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

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