

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

RE: Approval of Conditional Early Lease Termination - [Property Address]

Dear [Tenant Name],

This letter serves as formal notification that your request for early termination of your lease agreement dated [Original Lease Start Date] for the property located at [Property Address] has been approved, subject to the fulfillment of the following conditions:

- **Termination Date:** The lease shall terminate effective [Proposed Move-out Date].
- **Early Termination Fee:** A fee of \$[Amount] must be paid to the Landlord by [Date].
- **Rent Payments:** You are responsible for all rent payments and utilities through the final termination date of [Proposed Move-out Date].
- **Property Condition:** The premises must be vacated in a clean, undamaged condition, consistent with the terms of your lease. A move-out inspection will be conducted on [Date/Time].
- **Security Deposit:** Your security deposit will be processed in accordance with state law and the lease agreement following the move-out inspection.

Please note that if any of the above conditions are not met, this approval may be voided, and you will remain liable for the full duration of the original lease term.

Please sign and return a copy of this letter by [Deadline Date] to signify your acceptance of these terms.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]

Tenant Acceptance:

I/We, the Tenant(s), agree to the conditions of early lease termination as outlined above.

Signature: _____ Date: _____