

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Conditional Acceptance of Early Lease Termination

Dear [Tenant Name],

This letter is to formally acknowledge your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address] prior to the original expiration date.

We have reviewed your request and hereby grant conditional acceptance of this early termination. This acceptance is strictly contingent upon the fulfillment of the following requirements:

- **Early Termination Fee:** Payment of a one-time fee in the amount of \$[Amount] due by [Date].
- **Rent Payment:** Full payment of rent and utilities up until the move-out date of [Move-out Date].
- **Property Condition:** The premises must be returned in clean, undamaged condition, consistent with the move-in inspection, excluding normal wear and tear.
- **Key Return:** All keys, remotes, and access cards must be returned to [Location] by [Time] on [Date].

Failure to meet any of the conditions listed above will void this acceptance, and you will remain legally responsible for the full remaining term of the lease agreement.

Please note that the security deposit will be processed in accordance with state law and the terms of your lease after the final walk-through inspection has been completed.

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

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

Tenant Acknowledgment:

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

Signature: _____ Date: _____