

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

[Date]

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

**Subject: Prorated Rent Calculation for Early Move-Out**

Dear [Tenant Name],

This letter confirms that your move-out date for the property located at [Property Address] has been set for [Move-Out Date].

As per our agreement regarding your early departure, your rent for the final month of [Month, Year] will be prorated. Below is the breakdown of the calculation:

- **Full Monthly Rent:** \$[Amount]
- **Days in Month:** [Total Days in Month]
- **Daily Rent Rate:** \$[Daily Rate] (Monthly Rent / Days in Month)
- **Total Days Occupied:** [Number of Days]
- **Total Prorated Amount Due:** \$[Total Due] (Daily Rate x Days Occupied)

Please ensure that the amount of \$[Total Due] is paid by [Due Date]. All other terms of your lease agreement, including cleaning requirements and key return, remain in effect.

If you have any questions regarding this calculation, please contact me at [Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]