

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

Subject: Acknowledgment of Early Lease Termination Notice

Dear [Tenant Name],

This letter is to formally acknowledge receipt of your notice to terminate your lease agreement early, dated [Date of Tenant's Notice].

According to your notice, your intended move-out date is [Final Date of Residency].

Please be advised that per the terms of your lease agreement, the following conditions apply to an early termination:

- [List Early Termination Fee, if applicable]
- [Requirement for rent payment until a new tenant is found or lease ends]
- [Requirements for property showing and inspections]

A move-out inspection will be scheduled for [Date/Time] or upon your surrender of the keys. Please ensure the property is cleaned and all personal belongings are removed by your move-out date to avoid deductions from your security deposit.

Your security deposit of [Deposit Amount] will be processed and returned, minus any lawful deductions for damages or unpaid rent, within [Number of Days] days as required by state law.

Please provide your forwarding address below or via email for the delivery of your deposit statement.

Forwarding Address: _____

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]