

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

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

Dear [Tenant Name],

This letter is in response to your request to terminate your lease agreement dated [Lease Start Date] before the original expiration date of [Lease End Date].

We have reviewed your request and are prepared to grant a conditional approval for early termination, provided that the following requirements are met:

- **Early Termination Fee:** Payment of a fee in the amount of \$[Amount] by [Date].
- **Notice Period:** Formal written notice is provided [Number] days prior to the move-out date.
- **Rent Obligations:** Full payment of rent and utilities until the final move-out date of [Move-out Date].
- **Property Condition:** The premises must be returned in clean condition, free of damages beyond normal wear and tear, and all personal belongings must be removed.
- **New Tenant Placement:** [Optional: Termination is contingent upon a qualified replacement tenant signing a lease.]

If any of the above conditions are not satisfied, the original terms of your lease agreement will remain in full force and effect, and you will remain liable for all rent due through the end of the original lease term.

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

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Tenant Acceptance:

I/We agree to the conditions outlined above.

Signature: _____ Date: _____