

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address/Unit Number]

**Subject: Early Lease Termination Fee Breakdown**

Dear [Tenant Name],

This letter serves as a formal breakdown of the costs and fees associated with your request for early lease termination, effective [Move-out Date]. As per the terms of your Lease Agreement dated [Lease Start Date], the following charges apply:

<b>Description</b>	<b>Amount</b>
Early Termination Fee (Per Lease Clause [Number])	[\$Amount]
Pro-rated Rent (Through Move-out Date)	[\$Amount]
Unpaid Utilities/Balances	[\$Amount]
Marketing/Re-listing Costs	[\$Amount]
<b>Total Amount Due</b>	<b>[\$Total Amount]</b>

**Security Deposit Credits:**

- Security Deposit Held: [\$Amount]
- Less Total Charges: [\$Amount]
- **Remaining Balance Owed/Refundable: [\$Amount]**

Please note that this breakdown is subject to a final move-out inspection. Any damages found beyond normal wear and tear may result in additional deductions from your security deposit.

Payment of the outstanding balance is required by [Payment Due Date]. Please contact the management office to arrange payment or to discuss any questions regarding this statement.

Sincerely,

[Landlord/Manager Name]

[Property Management Company]

[Phone Number]