

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

Subject: Approval of Early Lease Termination

Dear [Tenant Name],

This letter serves as formal notification that I have received and reviewed your request to terminate your lease agreement early, dated [Date of Tenant's Request], pursuant to local laws regarding domestic violence protections.

I have accepted the documentation provided. Accordingly, your lease for the property located at [Rental Property Address] will officially terminate on [Agreed Move-Out Date].

Terms of Termination:

- You will be responsible for the prorated rent up until the termination date of [Agreed Move-Out Date].
- Any remaining security deposit will be handled in accordance with the lease agreement and state law, following a final inspection of the premises.
- You are requested to return all keys and property access devices by [Time] on the termination date.

Please provide a forwarding address for the delivery of your security deposit accounting and any remaining funds.

Forwarding Address: _____

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]