Date: [Insert Date]

Landlord Name: [Insert Landlord Name]
Landlord Address: [Insert Landlord Address]

Tenant Name(s): [Insert Tenant Name(s)]
Property Address: [Insert Rental Property Address]

Subject: Mutual Termination of Lease Agreement due to Financial Hardship

Dear [Insert Landlord Name],

This letter serves as a formal agreement between the Landlord and Tenant(s) to mutually terminate the lease agreement dated [Insert Original Lease Start Date] for the property located at the address listed above.

Due to unexpected financial hardship, the Tenant is unable to continue fulfilling the financial obligations of the lease. In the interest of avoiding default or legal proceedings, both parties agree to the following terms:

- **Termination Date:** The lease shall officially end on [Insert Move-out Date].
- **Surrender of Property:** The Tenant agrees to vacate the premises and return all keys by 11:59 PM on the termination date.
- **Property Condition:** The Tenant agrees to leave the property in a clean and undamaged condition, subject to normal wear and tear.
- **Security Deposit:** [Choose one: The security deposit will be returned minus lawful deductions / The Tenant forfeits the security deposit in exchange for early termination].
- **Outstanding Balance:** [Insert agreement regarding any remaining rent or utility payments].
- **Mutual Release:** Upon execution of this agreement and the Tenant vacating the property, both parties release each other from any further liabilities or claims arising from the original lease.

By signing below, both parties acknowledge that they have read, understood, and voluntarily entered into this agreement.

Landlord Signature: ___________________________
Date: ___________________________

Tenant Signature: ___________________________
Date: ___________________________