

Date: [Current Date]

To: [Landlord or Property Manager Name]

Property Address: [Full Address of Rental Unit]

Subject: Notice of Intent to Vacate and Request for Mutual Termination of Lease

Dear [Landlord Name],

I am writing to formally notify you that I will be vacating the property located at [Full Address of Rental Unit] on [Your Planned Move-out Date].

The reason for my departure is a mandatory job relocation required by my employer, [Company Name], to their office in [City, State]. My relocation is scheduled to begin on [Date].

As my current lease is set to expire on [Lease End Date], I am requesting a mutual agreement to terminate the lease early without further penalty. I am committed to making this transition as smooth as possible and will ensure the property is clean and ready for inspection by [Your Planned Move-out Date].

Please let me know if you are willing to sign a Mutual Termination Agreement. I would also like to schedule a final walk-through inspection on [Date] at [Time].

My forwarding address for the return of my security deposit is:

[Your New Mailing Address]

[City, State, Zip Code]

Thank you for your understanding and for your time as my landlord.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

Mutual Agreement Acceptance:

I, [Landlord Name], agree to the early termination of the lease for [Full Address of Rental Unit] effective [Your Planned Move-out Date] with no further rent obligations following that date.

Landlord Signature: _____ Date: _____

Tenant Signature: _____ Date: _____