

[Tenant Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Proposal for Mutual Termination of Lease Agreement

Dear [Landlord Name],

I am writing to formally propose a mutual termination of my lease agreement for the property located at [Property Address], which is currently scheduled to expire on [Original Lease End Date].

Due to [briefly state reason, e.g., job relocation / personal circumstances], I would like to request that we end the tenancy early. I am proposing a move-out date of [Requested Move-Out Date].

I am seeking a mutual agreement to release both parties from further obligations under the lease as of the date mentioned above. I intend to leave the property in clean and good condition, consistent with the move-in inspection report, and I will return all keys and property access devices by the agreed-upon date.

Please let me know if you are willing to sign a Mutual Termination Agreement based on these terms. I am available to discuss any conditions you may have regarding this request, such as showing the unit to prospective tenants prior to my departure.

I look forward to hearing from you soon so that we can finalize the arrangements.

Sincerely,

[Tenant Signature]

[Tenant Printed Name]