

Early Lease Termination Request

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an early termination of my lease for the property located at [Insert Address]. My lease is set to expire on [Original Lease End Date], but due to [brief explanation of reasons, e.g., job relocation, personal issues], I am unable to fulfill the remaining term.

As per the terms of our lease agreement, I understand there may be penalties for early termination, but I would appreciate your consideration in waiving these fees or allowing me to terminate the lease with minimal penalties. I am more than willing to assist in finding a replacement tenant if necessary.

Thank you for your understanding and for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]