

Lease Termination Acceptance

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves to formally acknowledge and accept your request to terminate the lease agreement for [Property Address] dated [Lease Start Date]. We have received your written notice on [Notice Date] and wish to confirm that the lease will end on [Termination Date].

Please ensure that the property is vacated by the termination date and that all keys are returned to us. We will conduct a final walkthrough to assess the condition of the premises and address any security deposit issues.

Thank you for your tenancy, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]