

# Lease Cancellation Approval Guidelines

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Lease Cancellation Approval

Dear [Tenant's Name],

We have received your request for lease cancellation dated [Insert Request Date]. Following our review, we are providing you with the guidelines for the lease cancellation process:

1. **Notice Period:** A written notice must be submitted at least [Insert Number] days prior to the intended cancellation date.
2. **Inspection Schedule:** A property inspection will be conducted on [Insert Inspection Date]. Please ensure that the property is clean and all personal items are removed.
3. **Final Payment:** All outstanding payments must be cleared prior to cancellation approval.
4. **Security Deposit:** The security deposit refund process will be initiated upon completion of the inspection.

Please ensure compliance with the above guidelines to facilitate a smooth cancellation process. Should you have any queries, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]