

Early Termination Approval Letter

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to confirm the approval of your request for early termination of your lease agreement for the property located at [Property Address].

Your request has been reviewed, and we have agreed to allow you to terminate the lease effective [Termination Date]. Please note the following details:

- Final Rent Payment Due: [Amount] by [Due Date]
- Security Deposit: [Details about refund or retention]
- Move-Out Inspection: Scheduled for [Date and Time]
- Return of Keys: [Instructions for key return]

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

Sincerely,

[Landlord/Property Manager's Name]

[Landlord/Property Management Company]

[Contact Information]