

# Lease Agreement Termination Financial Settlement

Date: [Insert Date]

From: [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

## Subject: Termination of Lease Agreement and Financial Settlement

Dear [Landlord's Name],

I am writing to formally notify you of the termination of our lease agreement dated [Insert Lease Start Date] for the property located at [Insert Property Address]. As per our discussions, I intend to vacate the premises on [Insert Move-Out Date].

As part of this termination, we need to agree on the financial settlement pertaining to [mention any specific financial matters, such as the security deposit, unpaid rent, repairs, etc.].

### Settlement Details:

- Security Deposit: \$[Insert Amount]
- Unpaid Rent: \$[Insert Amount]
- Damages (if any): \$[Insert Amount]

I propose the following settlement amount of \$[Insert Total Amount] to resolve all financial obligations as per our lease agreement.

Please let me know your acceptance of this proposal or suggest any modifications you deem necessary. I am hopeful that we can finalize this matter amicably.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]