

# Early Termination Consent Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your consent for the early termination of [specify the agreement or lease, including reference number if applicable], effective [insert effective date].

Due to [briefly explain reason for early termination], I believe it is necessary to terminate the agreement earlier than the original end date of [insert original end date]. I assure you that I will meet all other obligations as stipulated in the agreement up until this effective date.

I kindly ask for your understanding and support regarding this matter. Please sign below to indicate your consent to the early termination of our agreement.

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]

Consent to Early Termination:

\_\_\_\_\_  
[Recipient's Name]  
Date: \_\_\_\_\_