

# Request for Early Lease Termination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an early termination of my lease at [Your Apartment/Unit Number] due to a job relocation. My employer has presented me with an unexpected opportunity that requires me to move to [New Location] by [Relocation Date].

While I have enjoyed my time in the apartment and value the relationship we have built, this new position is a significant step in my career. I am aware of the lease agreement and the potential penalties for early termination; however, I respectfully ask for your understanding in this matter.

I would be willing to assist in the transition process and help find a replacement tenant, should you require it. Please let me know if we can discuss this matter further or if you need any documentation regarding my job relocation.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]