

Early Lease Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[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 for the property located at [Property Address], which is set to expire on [Lease Expiration Date]. Due to [brief explanation of the reason, e.g., job relocation, personal circumstances], I am unable to fulfill the remaining lease term.

I understand that the lease agreement stipulates certain conditions regarding early termination, and I am willing to discuss any necessary steps or penalties as outlined in our original agreement. I hope we can come to a mutual agreement that is fair for both parties.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]