

Early Lease Termination Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Early Lease Termination Notice

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request the early termination of my lease for the property located at [Rental Property Address]. My current lease is set to expire on [Lease Expiry Date], but due to unforeseen circumstances, I am requesting to terminate the lease early.

Unfortunately, [explain your reason for early termination, such as job relocation, personal reasons, financial constraints, etc.]. I understand that breaking the lease agreement may result in financial implications, and I am willing to comply with any terms and conditions outlined in the lease regarding early termination fees or penalties.

In accordance with the terms of the lease agreement, I am providing you with [number of days, usually 30 or 60 days] notice to allow ample time for you to find a new tenant for the property. I am committed to cooperating fully with the transition process and ensuring a smooth turnover of the property.

I kindly request that we schedule a mutually convenient time for a move-out inspection so that we can assess the property's condition and discuss any necessary repairs or deductions from my security deposit. I will ensure that the property is left in a clean and well-maintained state.

Please let me know the procedures and requirements for the early lease termination process, as well as any additional documentation or information you may need from my end. I value the positive rental experience I have had at [Rental Property Address] and would like to ensure that all necessary steps are taken to make this transition as seamless as possible.

I appreciate your understanding and cooperation in this matter. Thank you for your prompt attention to my request. I look forward to resolving this matter in a fair and efficient manner.

Please feel free to contact me at [Email Address] or [Phone Number] to discuss the details further.

Sincerely,

[Your Signature]

[Your Printed Name]

[Enclosures: List any attachments, if applicable]