

Formal and businesslike termination request

Subject: Request for Early Termination of Lease Agreement

Dear [Landlord Name],

I am formally requesting the early termination of my lease at [Property Address], effective [Proposed Termination Date]. This request is due to [Reason]. I am prepared to fulfill any contractual obligations, including early termination fees.

Please advise on the necessary steps to finalize the lease termination and return of the security deposit.

Thank you for your prompt attention.

Best regards,

[Tenant Name]

[Tenant Contact Information]

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