

Date: [Insert Date]

To: [Landlord or Property Manager Name]

Property Address: [Insert Full Rental Address]

RE: Mutual Release Agreement due to Financial Hardship

Dear [Landlord/Manager Name],

This letter serves as a formal request to enter into a mutual release agreement regarding my current lease for the property mentioned above, originally set to expire on [Lease End Date].

Due to unexpected and severe financial hardship, specifically [briefly mention reason, e.g., job loss, medical expenses], I am no longer able to meet the financial obligations of this lease. I am requesting to vacate the premises and relocate on [Requested Move-out Date].

In exchange for surrendering the property in "broom-clean" condition and returning all keys, I am proposing a mutual release from the remaining terms of the lease. This agreement would ensure that:

- The lease is terminated effective [Requested Move-out Date].
- Both parties are released from further financial or legal obligations under the lease after this date.
- [Optional: Mention agreement regarding the security deposit, e.g., Landlord retains deposit in exchange for release].

I intend to cooperate fully to ensure a smooth transition and to help make the unit available for a new tenant as quickly as possible. Please let me know if you are willing to sign a formal Mutual Release and Termination Agreement based on these terms.

Thank you for your time and understanding regarding my situation. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

Landlord Acceptance:

I, [Landlord Name], agree to the terms of the mutual release described above.

Signature: _____ Date: _____