

[Your Name]
[Current Apartment Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Landlord Address]
[City, State, Zip Code]

RE: Notice of Intent to Vacate and Early Lease Termination

Dear [Landlord Name],

I am writing to formally notify you that I will be vacating my rental unit at [Your Address] on [Date of Departure]. My current lease is scheduled to end on [Original Lease End Date].

The reason for this early termination is a mandatory job relocation. My employer is transferring me to a new office located in [City, State], starting on [Work Start Date].

I am aware of the terms regarding early termination in my lease agreement. I would like to request a mutual agreement to terminate the lease early. I am committed to making this transition as smooth as possible by:

- Ensuring the unit is professionally cleaned and returned in excellent condition.
- Cooperating with any scheduled viewings for prospective tenants.
- Paying all rent due through my move-out date of [Date].

Please let me know the next steps regarding the inspection and the return of my security deposit. My new mailing address for the deposit return will be:

[New Forwarding Address]
[City, State, Zip Code]

Thank you for your understanding regarding my professional relocation. I look forward to your written confirmation of this agreement.

Sincerely,

[Your Signature]

[Your Printed Name]