

Date: [Insert Date]

To: [Name of Landlord/Tenant]

Address: [Insert Address]

From: [Name of Other Party]

Address: [Insert Address]

RE: EARLY TERMINATION OF LEASE AGREEMENT DUE TO BREACH

Dear [Name of Recipient],

This letter serves as a formal agreement between [Landlord Name] and [Tenant Name] regarding the early termination of the lease agreement dated [Lease Start Date] for the property located at [Property Address].

Both parties acknowledge that a breach of the original lease terms has occurred, specifically regarding: [Briefly describe the breach, e.g., non-payment of rent, unauthorized pets, or property damage].

To resolve this matter without further legal action, both parties agree to the following terms for termination:

- **Termination Date:** The lease shall officially end on [Insert Date].
- **Surrender of Property:** The Tenant agrees to vacate the premises and return all keys by [Insert Time] on the Termination Date.
- **Termination Fee:** The [Tenant/Landlord] agrees to pay a settlement fee of \$[Amount] by [Insert Date].
- **Security Deposit:** [State what happens to the deposit, e.g., The Landlord will retain the deposit, or the Landlord will return the deposit minus specific damages].
- **Mutual Release:** Upon fulfillment of the terms above, both parties agree to release each other from any further liabilities, claims, or obligations arising from the original lease agreement.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Landlord Signature]

[Date]

[Tenant Signature]

[Date]