

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Early Lease Termination Agreement and Penalty Fee Assessment

Dear [Tenant Name],

This letter serves as a formal agreement regarding your request to terminate your lease agreement dated [Lease Start Date] before the scheduled expiration date of [Lease End Date].

Landlord and Tenant agree to terminate the lease effective as of [Move-out Date]. As a condition of this early termination, and in accordance with the terms of your lease agreement, an early termination penalty fee is being assessed.

Financial Terms:

- **Early Termination Fee:** \$[Amount]
- **Due Date for Fee:** [Date]
- **Final Rent Payment:** [Amount] due on [Date]

Conditions:

1. The Tenant must vacate the premises and return all keys/remotes by 11:59 PM on [Move-out Date].
2. The property must be left in clean condition, free of all personal belongings and trash.
3. The security deposit of \$[Amount] will be handled separately in accordance with state law and the lease agreement following a move-out inspection.
4. The Tenant remains responsible for all utility charges until the termination date.

By signing below, both parties acknowledge that this agreement settles all obligations regarding the early end of the tenancy, provided the penalty fee is paid and the property is vacated as agreed.

Landlord Signature: _____ **Date:** _____

Tenant Signature: _____ **Date:** _____