

[Your Full Name]
[Your Rank/Service Branch]
[Your Current Address]
[Phone Number]
[Email Address]

[Date]

[Property Manager/Landlord Name]
[Management Company Name]
[Company Address]

RE: Request for Early Lease Termination Due to Military PCS Orders

Dear [Property Manager/Landlord Name],

I am writing to formally notify you that I have received official Permanent Change of Station (PCS) orders from the military. These orders require me to relocate to [New Duty Station Name] with a report date of [Report Date].

Due to the mandatory nature of these orders and the financial constraints of maintaining two residences, I am requesting a release from my current lease agreement for the property located at [Rental Address], effective [Desired Move-out Date].

According to the Servicemembers Civil Relief Act (SCRA), military members are entitled to terminate residential leases upon receipt of PCS orders. I have attached a copy of my official orders for your records.

I intend to complete a final walkthrough of the property on [Date/Time]. Please let me know the specific procedures for returning the keys and the timeline for the return of my security deposit to my forwarding address listed below:

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

Thank you for your understanding and for your support of our military service members. I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]

Attachment: Copy of Official Military Orders