

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Management Name]
[Address]

RE: Notice of Intent to Vacate and Request for Hardship Waiver

Dear [Landlord Name],

I am writing to formally notify you that I will be vacating the premises located at [Your Address] on [Date of Departure].

I have received official Permanent Change of Station (PCS) orders from the [Branch of Service] requiring me to report to [New Duty Station] no later than [Report Date]. A copy of my official orders is attached to this letter.

In accordance with the Servicemembers Civil Relief Act (SCRA), I am exercising my right to terminate my lease agreement early due to these military orders. However, I am also requesting your consideration for a hardship waiver regarding [specific fee, such as the remaining rent for the 30-day notice period or cleaning fees].

My family is currently facing a significant financial hardship because [briefly state reason, e.g., dual-household expenses during the transition, medical expenses, or short-notice deployment]. This move is occurring earlier than anticipated, leaving us with limited time to manage the financial requirements of relocating.

I have consistently paid my rent on time and have maintained the property in excellent condition. I would greatly appreciate any flexibility or assistance you can provide during this transition.

Thank you for your support of military members and for your time in considering this request. Please let me know the next steps for the move-out inspection and the return of my security deposit.

Sincerely,

[Signature]
[Your Printed Name]
[Rank/Unit]