

**Date:** [Current Date]

**Tenant Name(s):** [Tenant Name]

**Property Address:** [Full Property Address]

Dear [Tenant Name],

I am writing to offer a voluntary agreement regarding the termination of your lease for the property located at the address above. I would like to propose a "Cash for Keys" agreement, which would allow you to vacate the premises early in exchange for a financial payment.

**The Proposal:**

- **Incentive Amount:** \$[Amount] to be paid to you via [Check/Cash/Electronic Transfer].
- **Move-Out Date:** You agree to vacate the property and return all keys by [Time] on [Date].
- **Condition of Property:** The property must be delivered "broom clean," free of all personal belongings and trash, with no new damages beyond normal wear and tear.

**Terms of Payment:**

The payment will be issued to you immediately upon a final walkthrough of the property and the successful handover of all keys, provided the conditions mentioned above are met. Additionally, your security deposit will be handled separately according to the terms of your lease and local laws.

This offer is voluntary. If you agree to these terms, we will sign a formal "Mutual Termination of Lease" agreement to protect both parties.

Please let me know if you are interested in this proposal by [Date/Time].

Sincerely,

[Landlord Name]

[Phone Number]

[Email Address]