

[Law Firm Letterhead]

[Date]

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]

RE: Settlement and Consent to Lease Transfer - [Property Address]

Dear [Landlord Name],

This office represents [Current Tenant Name] (the "Assignor") regarding the lease agreement dated [Lease Date] for the premises located at [Property Address].

This letter serves to formalize the settlement terms for the transfer of the lease interest to [New Tenant Name] (the "Assignee"), effective as of [Effective Date].

The parties have agreed to the following settlement terms:

- **Assignment:** Assignor hereby transfers all rights and obligations under the Lease to Assignee.
- **Settlement Payment:** Assignor agrees to pay a one-time settlement fee of \$[Amount] to Landlord upon execution of this agreement.
- **Security Deposit:** The existing security deposit of \$[Amount] shall be [transferred to Assignee / returned to Assignor].
- **Release of Liability:** Upon the Effective Date and receipt of the Settlement Payment, Landlord hereby releases Assignor from all future obligations and liabilities under the Lease.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our office.

Sincerely,

[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

[Landlord Name]

Date: _____

[Current Tenant Name]
Date: _____

[New Tenant Name]
Date: _____