[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Subject: Early Lease Termination Notice

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request the early termination of my lease agreement for the property located at [Property Address]. This decision has not been made lightly, but due to unforeseen circumstances, I find it necessary to vacate the premises before the agreed-upon lease end date.

As per our lease agreement signed on [Lease Start Date], the lease term was set for [Lease Duration], ending on [Lease End Date]. Unfortunately, my current situation requires me to relocate earlier than anticipated, and I regret any inconvenience this may cause you.

I understand that terminating the lease before its expiration may impose certain financial obligations upon me. Therefore, I kindly request your assistance in finding a suitable replacement tenant to assume the remaining lease term. I am committed to cooperating fully throughout this process by allowing property viewings and providing any necessary documentation to prospective tenants.

Additionally, I am aware that, per the terms of our lease agreement, I may be responsible for the payment of rent until a new tenant is found. However, to ease the transition, I am willing to cover any reasonable costs associated with advertising the property and finding a replacement tenant. I kindly request your support in promptly advertising the availability of the property to ensure a swift resolution.

Furthermore, I would like to schedule a mutually convenient move-out inspection with you or your representative to assess the current condition of the premises and discuss any potential deductions from my security deposit. I assure you that I will leave the property in a clean and well-maintained state, as per the obligations outlined in our lease agreement.

Please consider this letter as my formal notice of early lease termination. I kindly request your prompt acknowledgment of this letter and a written response outlining the necessary steps to be taken to facilitate a smooth transition. I am available at your convenience to discuss any further details or clarify any concerns you may have.

Thank you for your understanding and cooperation in this matter. I have greatly appreciated my time as a tenant at [Property Address], and I sincerely apologize for any inconvenience caused by my early departure. I trust that we can reach an amicable resolution that benefits both parties involved.

I look forward to hearing from you soon.

Sincerely,

[Your Name]