**LETTER TEMPLATE   
EARLY LEASE TERMINATION LETTER**

DATE  
  
Name of Apartment Manager  
Address of Apartment Manager  
City,  
State,  
Zip Code  
  
  
Dear Name of Apartment Manager,  
  
**​**I am writing you to let you know that I will be vacating the premises that I'm currently occupying at **[Current Address]**. My lease expires on **[Date]**, but it's necessary that I vacate earlier due to job relocation. I intend to vacate my apartment by **[Date].** My new forwarding address is **[New Address].**   
  
Please forward my security deposit to my new address within the agreed amount of time. I am formally requesting a walk-through with you or a staff member to go over my apartment and address any details or issues if necessary. When I move out, I will make sure that all the utilities are paid in full and transferred out of my name.

If you need to speak with me you can reach me at any time on my cell phone at 123-123-1234 or by email at name@gmail.com. I look forward to your call in order to schedule the walk-through and to turn in my apartment keys.   
  
  
Sincerely,   
  
Signature of Tenant