Sample Letter to Tenant About Early Termination

March 30, 2013

Wanda Stedman

123 Landlord Way

Pembroke, WA 35681

Carla Cannon

456 Tenant Lane

Pembroke, WA 35681

Dear Ms. Cannon,

This letter is to advise you of the outstanding charges for which you are a responsible according to the lease agreement signed on August 4, 2012. According to Section II of our agreement, you were to rent the property for a period of 12 months beginning September 1, 2012 and ending August 31, 2013. Also, per Section IX, you agreed that you would be held responsible for any damages caused to the property during the time you occupied it, including damages caused by animals.

You chose to vacate the property sometime on or before January 1, 2013, which is when I discovered that the property was empty. The last payment of rent covered the month of November. No rent payment was received for the month of December. Since discovering that the property had become vacant, I have completed repairs to the property that were caused by your dogs. The back door, which had been scratched extensively by their claws was replaced, as was the carpet which contained an odor that could not be eliminated by merely cleaning it. The property was advertised for rent, and has since been leased to a new tenant who will assume occupancy on April 1, 2013.

As a result of our agreement, you are responsible for the following charges:

|  |  |
| --- | --- |
| $2,400  300  + 700  $3,400 | Rent: December to March ($600/mo x 4 months)  Door, Trim, and Paint  Carpet  Total |

Please remit this amount at your earliest convenience to avoid any legal action. A copy of your signed lease agreement and receipts documenting the above costs are attached for your reference.

Sincerely,

Wanda Stedman