[Date]

[Your name]

[Your address]

[Lessor’s name]

[Lessor’s address]

Dear [Lessor’s name]

## **Re: Change to tenancy at [your address]**

I write to inform you that due to reasons beyond my control, I need to vacate the above premises before the end of the current fixed term specified in our residential tenancy agreement. I will be vacating the above premises and return my keys on [date]

I acknowledge that ordinarily, I would be liable to compensate you for losses incurred as a result of my early termination of the tenancy. However, I aim to avoid any loss to you, by proposing that my approved sub-tenant [name] take over the tenancy and sign a new tenancy agreement with you on [date you are vacating]. At that stage, it is anticipated that all parties to the original agreement sign a statement that that tenancy agreement is terminated.

Most importantly there will be no cost or loss to you concerning this transition.

Please advise in writing of your response to this proposal. If you agree to this proposal, I will be in contact to make arrangements for the final inspection and bond refund.

Yours sincerely,

[Your signature]  
[Your name]