***Important note:***

*Please note that this letter should be personalised depending on your situation, namely the fields highlighted in yellow. Don’t forget to delete our comments in* ***grey*** *and this note.*

Mr/Ms

Your name

Your address

**Registered letter**

Name of the landlord

Address of the landlord

Place, date

**Moving out of my apartment early** *(insert your address and be sure to specifically mention all rented items that are being terminated, e.g. the garage parking space)*

Dear Mr/Mrs

I hereby notify you that I will be moving out of my apartment early, effective DD Month YYYY.

Enclosed you will find the documents of the proposed replacement tenant(s). They are prepared to take over the rental contract in my stead, effective DD Month YYYY with same contractual conditions.

You will find the following documents as proof of their ability to pay:

* their last three salary statements
* current extract from the debt enforcement office
* copies of their identification documents

Please confirm that you will release me from the contract as of the aforementioned date.

Thank you very much for your attention. Yours sincerely

Name and signature