# Sample Letter to Propose Mutual Termination Agreement

(Insert tenant/s name/s)

(Insert tenant/s postal address)

(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: Mutual Termination of Tenancy**

We request that our tenancy at [insert address] (‘the Premises’) be mutually terminated due to:

Explain the reason/s that you want to terminate early. Important to mention:

* the change of circumstances that was not apparent when you signed the lease;
* how having to continue with the tenancy agreement would put you in a position of excessive hardship;
* attach copies of any relevant evidence

Due to these circumstances, I/we request that you and the lessor consider allowing me/us to terminate the agreement early. Please forward this correspondence onto the owner of the property for their consideration.

As this situation is already placing stress on me/and my family, I/we would appreciate if you could please respond to this letter by [insert date]. If we cannot agree, I/we may proceed to apply to QCAT (Queensland Civil and Administrative Tribunal) for a termination of the tenancy due to our [insert applicable reason].

Please feel free to contact me via phone/email should you wish to discuss the matter further.

Yours faithfully,

[Tenant to sign here]

[Tenant’s Name]