Date:

Name of the tenant

Dear (mention the name of the landlord),

I hope that this letter finds you in good health. I am writing this letter to humbly ask you to make an early move-in to my apartment (mention the address of the apartment). I know that according to the agreement of tenancy, you were supposed to be moving into my apartment after one month on the 1st of December 20XX.

However, I am compelled to make this request because I have to move out of the station for some very urgent things to complete and I don’t think I will be able to make myself available on pre-planned dates to hand over the apartment to you. If you have some issues with the rental fee payment, I can waive it for the current month.

If you wish to discuss this matter with me in person, feel free to contact me on [X]. I hope that you will consider my request.

Regards,

Name of the tenant

Signatures