

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Re: Denial of Request for Early Lease Termination

Dear [Tenant Name],

We have received and reviewed your formal request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address].

After careful consideration, we are unable to grant your request for early termination at this time. However, we would like to offer the following alternative options to help resolve your situation:

Option 1: Subletting

You may find a qualified individual to sublet the unit for the remainder of your lease term. Please note that any prospective subtenant must go through our standard screening and approval process.

Option 2: Lease Assignment

You may find a new tenant to take over your lease entirely. Once the new tenant is approved and signs a new agreement, you will be released from your obligations under the current lease.

Option 3: Early Buy-out Fee

If you still wish to vacate the premises immediately, we can offer a lease buy-out for a flat fee of \$[Amount]. Upon payment, your lease will be officially terminated.

Please let us know by [Date] which of these options you would like to pursue. If we do not hear from you, the terms of your original lease agreement will remain in full effect.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]