

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Denial of Early Lease Termination Request - Incomplete Documentation

Dear [Tenant Name],

We are writing to formally respond to your request dated [Date of Request] regarding the early termination of your lease agreement for the property located at [Property Address].

After reviewing your submission, we regret to inform you that your request has been denied at this time due to **incomplete documentation**. To process a request for early termination, the following missing information or documents are required:

- [List missing document 1, e.g., Signed Physician's Statement]
- [List missing document 2, e.g., Official Military Orders]
- [List missing document 3, e.g., Police Report or Restraining Order]

As per the terms of your Lease Agreement, your request cannot be evaluated until all necessary evidence is provided. Until such documentation is received and approved in writing, you remain responsible for all terms of the lease, including the timely payment of rent.

Please submit the outstanding documentation to [Office Address/Email] at your earliest convenience if you wish for us to reconsider your request.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]