

Date: [Current Date]

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

Re: Notice of Early Lease Termination Denial - Missing Buyout Fee

Dear [Tenant Name],

We are writing in response to your request to terminate your lease agreement early for the property located at [Property Address].

After reviewing your request and the terms of your Lease Agreement dated [Lease Start Date], we are unable to process your early termination at this time. According to Section [Section Number] of your lease, an early termination is only valid upon the payment of a mandatory buyout fee in the amount of \$[Amount].

As of the date of this letter, we have not received this payment. Therefore, your request is denied, and your lease remains in full effect. You continue to be responsible for all rent payments, utilities, and other obligations under the lease until the original expiration date or until the buyout requirements are met in full.

To proceed with the early termination, please remit the buyout fee of \$[Amount] by [Date] via [Accepted Payment Method].

If you have any questions regarding this requirement, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Company Name]