

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

RE: Notice of Denial for Early Lease Termination

Dear [Tenant Name],

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

After reviewing your account, we must formally deny your request for early termination at this time. This decision is based on an outstanding balance currently remaining on your ledger in the amount of \$[Amount Owed].

Per the terms of your Lease Agreement, all financial obligations must be current and satisfied before a request for early termination or a "buy-out" option can be processed or approved.

The outstanding balance consists of the following:

- [Description of Charge 1]: \$[Amount]
- [Description of Charge 2]: \$[Amount]

To proceed with your request, please remit the total outstanding payment immediately. Once your account balance is zero, we can revisit your request for early termination subject to the other terms and conditions outlined in your lease.

If you believe this balance is in error or if you wish to discuss a payment plan, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

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