

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

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

RE: Denial of Request for Early Lease Termination

Dear [Tenant Name],

We are writing in response 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 account, we must formally deny your request for early termination at this time. Per the terms of your lease agreement, all financial obligations must be current to qualify for a release from your contract. Our records indicate that your account currently has an outstanding balance of \$[Amount Owed].

This balance consists of the following:

- [Itemization 1, e.g., Unpaid Rent for October]: \$[Amount]
- [Itemization 2, e.g., Late Fees]: \$[Amount]
- [Itemization 3, e.g., Utility Recharges]: \$[Amount]

To reconsider your request, you must pay the total outstanding balance in full by [Date]. Please note that paying this balance does not automatically guarantee termination; all other conditions of the lease and any applicable early termination fees must also be satisfied.

Until your account is brought current and a formal termination agreement is signed by both parties, you remain responsible for all rent payments and utilities as outlined in your current lease.

Please contact our office at [Phone Number] or [Email Address] to arrange payment or to discuss this matter further.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Position]