

Date: [Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Denial of Early Lease Termination Request - Unpaid Break Fee

Dear [Tenant Name],

We are writing in response to your request to terminate your lease agreement dated [Lease Start Date] for the property located at [Property Address] prior to the original expiration date.

After reviewing your file, we must formally deny your request for early termination at this time. Per the terms of your Lease Agreement, specifically Section [Section Number/Clause Name], an early termination is only permitted upon the successful payment of a "Break Fee" in the amount of \$[Amount].

As of the date of this letter, we have not received the required payment. Consequently, your lease remains in full effect, and you continue to be responsible for all rent payments and utility obligations through the end of the lease term or until the break fee is paid in full.

To move forward with the early termination process, please remit the outstanding balance of \$[Amount] by [Due Date]. Once payment is confirmed, we will provide you with the necessary move-out instructions and termination documents.

If you believe this is an error or if you have already sent the payment, please provide a receipt or proof of transaction immediately.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]