

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Denial for Early Lease Termination

Dear [Tenant Name],

We have received 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 items must be provided:

- [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., Formal Written Notice Period]

Pursuant to your lease agreement, all required documentation must be submitted in full before a termination request can be evaluated. Until these documents are received and approved, your current lease remains in full effect, and you remain responsible for all rent payments and lease obligations.

Please submit the missing documentation to [Office Address/Email] at your earliest convenience so we may re-evaluate your request.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]