

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant's Name]

[Tenant's Address]

[Unit Number]

RE: Notice of Denial Regarding Early Lease Termination

Dear [Tenant's Name],

We have received your request dated [Date of Request] to terminate your lease agreement early for the property located at [Property Address], based on your upcoming relocation.

After reviewing the documentation provided, we are unable to approve your request at this time. The proof of relocation submitted is considered invalid or insufficient for the following reason(s):

- [Insert reason: e.g., Document does not include employer letterhead / Document lacks a specific start date / Document does not show a location outside the permitted radius / Document is not signed].

Per the terms of your Lease Agreement, specific and verifiable documentation is required to trigger any early termination clauses related to job transfer or relocation. Because the current evidence does not meet these requirements, your lease remains in full effect.

You continue to be responsible for all rent payments and lease obligations through the original end date of [Lease End Date], or until a valid proof of relocation is submitted and approved.

If you have additional documentation that addresses the issues mentioned above, please submit it to our office for further review.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]