

Date: [Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: Denial of Request for Early Lease Termination

Dear [Tenant Name],

We have received your formal request dated [Date of Tenant's Request] to terminate your lease agreement early, effective [Proposed Move-out Date].

After reviewing your request and the terms of your signed Lease Agreement dated [Lease Start Date], we are unable to grant your request for early termination at this time. Our records indicate that your current lease remains legally binding until [Lease End Date].

According to the terms of your agreement, you remain responsible for the following until the end of the lease term or until a qualified replacement tenant is secured:

- Monthly rent payments in full;
- Utility payments as specified in the lease;
- Maintenance of the property in good condition.

If you choose to vacate the premises before the lease expiration date, please be advised that you will still be held liable for all financial obligations under the contract. We will make reasonable efforts to re-rent the unit to mitigate damages, as required by law; however, you will be responsible for rent until a new lease begins, as well as any applicable re-letting fees.

Please contact the management office at [Phone Number] or [Email Address] if you would like to discuss this matter further or to notify us of your final move-out plans.

Sincerely,

[Your Name/Landlord Name]

[Company Name]

[Phone Number]