

Letter of Appeal for Broken Lease Agreement Penalty

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally appeal the penalty imposed on me regarding the broken lease agreement dated [insert lease start date] for the property located at [insert property address].

Due to unforeseen circumstances, including [briefly explain your reasons, e.g., job relocation, family emergency], I was unable to fulfill the terms of the lease. I understand the importance of adhering to the lease agreement and did not take this decision lightly.

I kindly request that you reconsider the penalty of [insert penalty amount] and explore any possible alternatives or waivers available. I value the time I spent in the property and maintain a positive relationship with you as my landlord.

Thank you for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Name]