

# Request for Lease Break Penalty Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 request a reduction in the lease break penalty outlined in our rental agreement dated [insert lease start date]. Due to [briefly explain your reason, e.g., unforeseen personal circumstances, job relocation], I am unable to continue my lease at [insert property address].

I understand the terms of our agreement and fully acknowledge my obligations. However, given the circumstances, I believe a reduction in the penalty would be a fair consideration. I appreciate your understanding and hope we can come to a mutually agreeable solution.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Signature (if sending by mail)]

[Your Printed Name]