

Lease Cancellation Fee Negotiation

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 discuss the lease cancellation fee outlined in my lease agreement for the property located at [Property Address]. Due to unforeseen circumstances, I find myself in a position where I need to terminate my lease early.

According to our agreement, the cancellation fee is set at [Original Fee Amount]. However, I kindly request your consideration of reducing this fee. [Provide a brief explanation of your situation and any supporting details that may assist your negotiation.]

I value the relationship we've built and appreciate your understanding in this matter. I am hopeful that we can come to a mutually agreeable solution regarding the cancellation fee.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]