

Lease Termination Penalty Discussion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the penalty associated with the termination of my lease at [Property Address]. As per our agreement, I understand there might be penalties for early termination. However, I would like to review the circumstances and discuss potential options that may be available.

The reasons for my request are [briefly explain your reasons, e.g., personal circumstances, job relocation, etc.]. I believe that a discussion about the penalty terms could lead to a mutually agreeable solution.

I appreciate your attention to this matter and look forward to your response. Please let me know a suitable time for us to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Phone Number]

[Your Email Address]