

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Request to Negotiate Broken Lease Charges

Dear [Landlord's Name],

I hope this message finds you well. I am writing to discuss the charges associated with the termination of my lease for [Property Address] dated [Lease Start Date]. Due to [brief explanation of circumstances, e.g., unforeseen financial hardship, job relocation], I find myself in a position where breaking the lease is necessary.

I understand that there may be fees associated with breaking the lease, however, I would like to propose a discussion to negotiate these charges. I genuinely appreciate the opportunity to rent your property and would like to maintain a positive relationship moving forward.

Given my circumstances, I kindly request your consideration in lowering the penalties, or allowing a more manageable payment plan. I believe this would be fair given the [mention any positive aspects of your tenancy, e.g., timely rent payments, care of the property].

Thank you for your understanding and consideration. I am looking forward to your response and hope we can come to a mutually beneficial agreement.

Sincerely,

[Your Name]