

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Management Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Dispute Regarding Early Lease Termination

Dear [Landlord/Property Manager Name],

Please be advised that this office represents [Tenant Name] regarding the lease agreement for the property located at [Property Address].

The purpose of this letter is to formally notify you that we are representing [Tenant Name] in relation to the termination of their lease. My client is disputing the [fees/penalties/damages] currently being asserted for the following reasons:

- [Reason 1: e.g., Breach of warranty of habitability]
- [Reason 2: e.g., Failure to mitigate damages after move-out]
- [Reason 3: e.g., Illegal lease clauses or statutory rights to terminate]

We are prepared to discuss a reasonable resolution to this matter to avoid formal litigation. However, if an agreement cannot be reached, we have advised our client to pursue all available legal remedies under [State] law.

Direct all future communications regarding this matter to my office. You are hereby instructed not to contact my client directly.

Please provide a full accounting of any security deposits held and an itemized list of any alleged damages within [Number] days of receipt of this letter.

Sincerely,

[Signature]
[Attorney Name]
[Law Firm Name]