

Leasing Confirmation

Date: [Insert Date]

To: [Lessee's Name]

[Lessee's Address]

[City, State, Zip Code]

Dear [Lessee's Name],

We are pleased to confirm the lease agreement for the office space located at [Office Address]. The details of the lease are as follows:

- **Lease Start Date:** [Start Date]
- **Lease End Date:** [End Date]
- **Monthly Rent:** [Rent Amount]
- **Security Deposit:** [Deposit Amount]

Please review the attached lease agreement and sign it at your earliest convenience. Should you have any questions, feel free to reach out.

Thank you for choosing [Your Company Name]. We look forward to a successful leasing experience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]