

Office Space Leasing Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord/Property Manager's Name]

[Company Name]

[Property Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of office space for lease within your property located at [Property Address].

We are currently seeking office space to accommodate [Number of Employees] employees and are particularly interested in [Specify any preferences like square footage, layout, amenities, etc.].

Please let me know if you have any available options, including rental terms and pricing. I would appreciate any brochures or detailed information you could provide.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]