

Retail Site Selection Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in selecting a suitable retail site for [Your Company Name]. As we plan to expand our operations, we aim to identify locations that align with our business strategy and market potential.

We are looking for properties that meet the following criteria:

- High foot traffic and visibility
- Proximity to major transportation hubs
- Access to our target demographic
- Competitive lease terms

We would appreciate your expertise in identifying potential sites that meet these requirements. Please let us know if you require any additional information or if we could schedule a meeting to discuss this further.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]