

Commercial Property Management Proposal

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to present our proposal for commercial property management services for [Property Address/Name]. Our company, [Your Company Name], has extensive experience in managing commercial properties and ensuring maximum return on investment for our clients.

Scope of Services

- Property Marketing and Leasing
- Tenant Relations and Management
- Maintenance and Repairs Coordination
- Financial Reporting and Budget Management
- Regular Property Inspections

Proposed Fees

Our management fee structure is as follows:

- Management Fee: [XX% of monthly rent]
- Leasing Fee: [XX% of first month's rent]
- Maintenance Coordination Fee: [XX% per job]

Conclusion

We believe that our professional approach and dedication to excellence will provide value and peace of mind in managing your property. We look forward to the opportunity to work with you and contribute to the success of your investment.

Thank you for considering [Your Company Name] as your property management partner. Please feel free to contact us at [Your Phone Number] or [Your Email Address] to discuss this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]