

Flexible Office Rental Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to present a flexible office rental proposal tailored specifically for small businesses like yours. At [Your Company Name], we understand the unique needs of startups and growing companies, which is why we offer adaptable rental solutions.

Proposal Overview

We are offering the following services and facilities:

- Flexible lease terms (monthly or yearly)
- Fully furnished office spaces
- High-speed internet access
- Shared reception and meeting rooms
- Access to business amenities (printing, scanning)
- Networking opportunities with other businesses

Rental Pricing

Our competitive rates start at [Insert Price] per month, which includes all mentioned services. We also offer discounts for long-term commitments.

Next Steps

If this proposal meets your needs, we would be happy to arrange a tour of our facilities and discuss any questions you might have. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering [Your Company Name] as your potential office space partner. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]