

Commercial Lease Confirmation Letter

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

This letter serves to confirm the terms of the commercial lease agreement for the property located at [Property Address]. The key terms are as follows:

- **Lease Start Date:** [Start Date]
- **Lease Duration:** [Duration, e.g., 12 months]
- **Monthly Rent:** \$[Amount]
- **Security Deposit:** \$[Amount]
- **Utilities Included:** [Yes/No]
- **Use of Premises:** [Type of Business]

If you agree with the outlined terms, please sign and return a copy of this letter by [Response Date]. Should there be any modifications or additional points to discuss, feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]