

Commercial Property Management Service Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We appreciate the opportunity to submit a proposal for commercial property management services to you. At [Your Company Name], we understand that professional property management is crucial to maximizing the value of your investment.

Scope of Services

- Tenant Acquisition and Screening
- Lease Administration
- Property Maintenance and Repairs
- Financial Reporting
- Regular Property Inspections

Our Approach

We utilize a proactive approach to management, ensuring that your property is well-maintained and your tenants are satisfied. Our experienced team is dedicated to providing exceptional service tailored to your unique needs.

Fees

We offer competitive pricing, with a management fee of [insert fee]% of the monthly rent collected, and additional fees discussed during our consultation.

Next Steps

We would love the opportunity to discuss this proposal in more detail. Please contact us at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Thank you for considering [Your Company Name] for your property management needs. We look forward to the possibility of working together.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]