

# Commercial Space Acquisition Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the acquisition of commercial space located at [insert property address or description]. Our company, [Your Company Name], is looking to expand our operations and believes this location will be a strategic fit based on [insert reason for interest, e.g., location, size, market access].

We are interested in discussing the potential terms for acquisition, including pricing and financing options. We believe that this acquisition could benefit both parties, and we are eager to explore the possibilities.

Please let us know a convenient time for you to discuss this opportunity further. We appreciate your consideration and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]