

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Municipal Office Name]

[Office Address]

[City, State, ZIP Code]

Dear [Municipal Office Contact],

I hope this message finds you well. I am writing to inquire about the availability of office space for lease within your municipality. As [briefly describe your organization and its purpose], we are exploring options for establishing a local presence.

Could you please provide information regarding the following:

- Available office spaces and their specifications
- Leasing terms and conditions
- Rental pricing and any additional fees
- Application process and timeframe

We appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]