

Municipal Office Space Sublease Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Municipal Office: [Insert Office Name]

Address: [Insert Office Address]

Subject: Proposal for Sublease of Office Space

Dear [Recipient's Name],

I am writing to propose a sublease agreement for the office space located at [Insert Address of the Office Space]. Our organization, [Your Organization's Name], is currently seeking additional office space to accommodate our growing team and operational needs.

The office space available at your location offers the ideal environment, size, and facilities we require. We are particularly interested in a sublease agreement that can start on [Proposed Start Date] and continue for a duration of [Proposed Duration].

Below are the key details of our proposal:

- **Proposed Rent:** [Insert Proposed Rent Amount]
- **Space Requirements:** [Insert Required Square Footage]
- **Proposed Start and End Dates:** [Insert Dates]
- **Terms and Conditions:** [Briefly outline key terms]

We believe that this subleasing arrangement will be mutually beneficial and would welcome the opportunity to discuss this proposal further at your convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[Your Contact Information]