

# Commercial Tenant Offer Letter

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are pleased to extend an offer for the lease of the commercial space located at [Property Address]. We believe that this opportunity aligns perfectly with your business goals, and we are excited about the possibility of having you as a tenant.

## Lease Terms

- Lease Duration: [Insert Duration]
- Monthly Rent: [Insert Amount]
- Security Deposit: [Insert Amount]

## Incentives Offered

- 1 month of free rent for the first year
- Reduced security deposit of [Insert Amount]
- Improvement allowance of [Insert Amount] for tenant improvements

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We look forward to your response and hope to move forward together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]