

# Preliminary Offer for Commercial Lease

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are pleased to present you with a preliminary offer for leasing commercial space located at [Property Address]. This offer is designed to provide you with the preliminary terms and conditions for the proposed lease agreement.

## Proposed Terms

- **Property Address:** [Property Address]
- **Lease Term:** [Lease Term, e.g., 5 years]
- **Monthly Rent:** \$[Amount]
- **Security Deposit:** \$[Amount]
- **Commencement Date:** [Commencement Date]
- **Use of Premises:** [Intended Use]

We believe that this space will be a great fit for your business and look forward to discussing this opportunity with you further. Please note that this offer is preliminary, and we are open to negotiations regarding the terms provided.

If you are interested in moving forward or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]