

Letter of Commercial Space Ready for Lease

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Potential Tenant's Name],

We are pleased to inform you that we have a commercial space available for lease at [Insert Address of the Property]. This space is ideal for [briefly describe suitable business types, e.g., retail, office, etc.].

Key features of the property include:

- Square Footage: [insert size]
- Rent: [insert amount] per month
- Location: [describe the neighborhood or nearby landmarks]
- Amenities: [list any amenities such as parking, security, etc.]

The space is available for lease starting [insert availability date]. We invite you to visit the property at your earliest convenience to see its potential. Please feel free to contact us at [insert phone number] or [insert email] to schedule a tour or for any questions you may have.

We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]