

Lease Confirmation Letter

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Tenant's Name]
[Tenant's Company Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Lease Confirmation for Retail Space

Dear [Tenant's Name],

We are pleased to confirm the lease agreement for the retail space located at [Insert Retail Space Address]. This letter serves as an official confirmation of the terms discussed and agreed upon.

Lease Details:

- Lease Commencement Date: [Insert Start Date]
- Lease Expiration Date: [Insert End Date]
- Monthly Rent: [Insert Rent Amount]
- Security Deposit: [Insert Deposit Amount]

Please review the attached lease documents for further details. If everything meets your approval, kindly sign and return the documents at your earliest convenience.

We are looking forward to having you as a valued tenant and are excited about the opportunities our partnership will bring.

Thank you!

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]