

# Inquiry Letter for Commercial Property

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability of commercial properties in [specific location or area] that you may have listed for lease or sale.

We are particularly interested in properties that meet the following criteria:

- Type of property: [e.g., retail, office, industrial]
- Square footage: [insert range]
- Budget: [insert budget range]

If you have any properties that fit this description or know of any other relevant listings, I would appreciate any information or recommendations you could provide.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]