

Commercial Property Sale Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the commercial property located at [Property Address]. I am interested in understanding more about its availability for sale and any pertinent details regarding the property.

Specifically, I would like to know:

- The asking price and any negotiation flexibility
- The size and zoning of the property
- Any current tenants or lease agreements in place
- Potential for development or renovation
- Property taxes and other associated costs

Please let me know a convenient time for us to discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]