

Commercial Space Viewing Appointment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for viewing the commercial space located at [property address or description] as I am interested in potentially leasing the property.

Could you please let me know your available times for a viewing? I am generally available on [insert your availability], but I am willing to accommodate your schedule if necessary.

Thank you for considering my request. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]