

Office Building Availability Query

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of office space in your building located at [Building Address]. We are currently exploring options for expanding our operations and are interested in learning more about the spaces you have available.

Specifically, we are looking for:

- Square footage requirements
- Lease terms and conditions
- Amenities and facilities offered

- Pricing information

It would be greatly appreciated if you could provide us with this information at your earliest convenience. If you have any available brochures or floor plans, please feel free to send those as well.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]