

Real Estate Inquiry for Commercial Property

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Real Estate Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about available commercial properties in [specific location or area]. I am particularly interested in properties that would suit [briefly describe your business needs or intentions, e.g., retail space, office buildings, etc.].

Could you please provide me with information on suitable listings, including pricing, square footage, and any relevant details regarding zoning regulations? Additionally, if there are upcoming properties not currently listed, I would appreciate any information on those as well.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]