

Estate Planning for Commercial Real Estate Holdings

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. As part of my ongoing estate planning, I would like to discuss the management and succession of my commercial real estate holdings. It is of utmost importance to ensure that these assets are properly transferred and managed following my passing or incapacitation.

Below are key details related to my holdings:

- Property 1: [Property Name] - [Address] - [Current Value]
- Property 2: [Property Name] - [Address] - [Current Value]
- Property 3: [Property Name] - [Address] - [Current Value]

As part of my estate plan, I intend to appoint [Appointee's Name] as the executor and manager of these properties. I believe their knowledge and expertise in real estate will benefit the future of these holdings.

Furthermore, I wish to outline my intentions regarding the sale, lease, or management of these properties. My preferences are as follows:

1. Long-term leasing preferred to ensure steady income.
2. Sell any property that is underperforming or not aligned with my estate goals.
3. Prioritize environmentally sustainable practices in property management.

I appreciate your attention to this matter and look forward to working together to ensure a smooth transition of my assets. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss further.

Thank you for your support.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]