

# Formal Offer Letter Request for Real Estate Lease

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request an offer letter for the lease of the property located at [Property Address]. After reviewing the property and considering my needs, I am very interested in leasing the space.

To facilitate the leasing process, I kindly ask that you provide me with a formal offer letter that includes the terms of the lease, including the rental amount, duration, payment schedule, and any additional requirements you may have.

Please let me know if you require any further information from my side to process this request. I look forward to your prompt response and am eager to move forward with the leasing arrangement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]