

Leasing Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to present a leasing proposal for the property located at [Property Address]. Our company, [Your Company Name], is excited about the possibility of leasing this space to enhance our operations.

Property Highlights

- Size: [Square Footage]
- Location: [Description of Location]
- Amenities: [List of Amenities]

Proposed Terms

We propose the following leasing terms:

- Lease Duration: [Duration]
- Monthly Rent: [Proposed Amount]
- Security Deposit: [Amount]

We believe this property aligns well with our business objectives and we are eager to discuss this proposal further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering our proposal. We look forward to the opportunity to collaborate.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]