

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to inquire about the current commercial mortgage rates available through your institution. I am considering financing options for a commercial property acquisition and am keen to understand the various rates, terms, and conditions you offer.

Specifically, I would appreciate information on the following:

- The current interest rates for commercial mortgages.
- The terms available (e.g., fixed vs. variable rates).
- Any associated fees or closing costs.
- The required documentation for application.

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

Sincerely,

[Your Name]