

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Subject: Flat Rental Agreement for Business

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally propose a rental agreement for the flat located at [Flat Address] for business purposes.

**\*\*1. Parties Involved:\*\***

This rental agreement is between [Your Business Name], represented by [Your Name], hereinafter referred to as "Tenant," and [Landlord's Name], hereinafter referred to as "Landlord."

**\*\*2. Property Description:\*\***

The property to be rented is described as [Brief Description of the Flat, e.g., size, type].

**\*\*3. Lease Duration:\*\***

The lease will commence on [Start Date] and will continue for a period of [Duration, e.g., one year], ending on [End Date].

**\*\*4. Rent Amount:\*\***

The monthly rent shall be [Rent Amount], payable on the [Payment Due Date] of each month.

**\*\*5. Security Deposit:\*\***

A security deposit of [Deposit Amount] will be required prior to taking possession of the property.

**\*\*6. Use of Property:\*\***

The Tenant agrees to use the property solely for [Specify Business Use].

**\*\*7. Maintenance and Repairs:\*\***

The responsibilities for maintenance and repairs will be outlined in a separate maintenance agreement.

**\*\*8. Termination Clause:\*\***

Either party may terminate this agreement with [Number of Days] notice in writing.

Please review the terms outlined above, and if agreeable, I suggest we meet to finalize and sign the rental agreement. I look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Business Name]  
[Your Position]