

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

[Leasing Office's Name]
[Leasing Office's Address]
[City, State, Zip Code]

Dear [Leasing Office's Name or Manager's Name],
I hope this letter finds you well. I am writing to express my interest in leasing office space located at [specific address or description of the space].

I am looking for a lease term of [desired lease duration], with an ideal start date of [desired start date]. The ideal space would include [specific requirements such as size, amenities, preferred layout, etc.]. Please let me know if the space is still available and any additional information regarding leasing terms, rental rates, and conditions. I would appreciate the opportunity to schedule a time to view the space at your earliest convenience.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]
[Your Company's Address, if applicable]