

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Business Use of [Flat Address/Description]

I hope this message finds you well. I am writing to propose the utilization of [Flat Address/Description] for [specific business purpose, e.g., office space, meeting venue, etc.].

[Insert a brief paragraph about your business or the nature of the proposal, including why you believe the flat would be suitable for business use and any relevant details.]

The benefits of using the flat for our business would include:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

I am keen to discuss this proposal further and explore possible arrangements that would be mutually beneficial. Please let me know a convenient time for you to meet or if you would prefer to discuss this over a call.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]