

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Landlord/Property Manager's Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am the founder of [Your Startup's Name], a startup focused on [brief description of your business]. I am reaching out to inquire about potential rental opportunities for a flat that could serve as our office space.

We are looking for a location that is [describe desired features, e.g., centrally located, accessible, etc.], ideally with [specific requirements, e.g., enough space for a small team, meeting rooms, etc.]. Our team comprises [number of employees], and we are committed to fostering a productive and collaborative work environment.

If you have any available properties that might meet our needs, I would greatly appreciate the opportunity to discuss further. Please feel free to contact me at [your phone number] or [your email address] to arrange a meeting at your convenience.

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

Warm regards,

[Your Name]  
[Your Position]  
[Your Startup's Name]  
[Website or Social Media (if applicable)]