

[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],

I hope this letter finds you well. I am writing to formally express my interest in acquiring ownership of the commercial property located at [Property Address]. After thorough research and consideration, I believe this property aligns perfectly with my business goals and objectives. [Optional: A brief description of your business and how the property will contribute to its success.]

I would appreciate the opportunity to discuss this matter further and explore potential options regarding the purchase of the property. Please let me know a convenient time for us to meet or speak.

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

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]