

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in purchasing the commercial property located at [Property Address]. After conducting thorough research and considering the potential for my business, I believe this property aligns perfectly with our goals.

I am prepared to make a formal offer of [offer amount] and would like to discuss the details further. Please let me know a convenient time for us to meet or speak. I am eager to explore this opportunity and hope to move forward swiftly.

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

Best regards,

[Your Name]
[Your Title]
[Your Company Name]