

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

[Seller's Name]  
[Seller's Address]  
[City, State, ZIP Code]

Dear [Seller's Name],

Subject: Proposal for Purchase of Commercial Property

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

I am prepared to offer [Proposed Purchase Price] for the property and would appreciate the opportunity to discuss this further. Additionally, I would like to request any pertinent information regarding the property, such as financial statements, maintenance records, and any existing leases.

Please let me know a convenient time for us to discuss this potential transaction in more detail. I look forward to your response.

Thank you for considering my proposal.

Sincerely,

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