

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in securing a lease for the commercial property located at [Property Address]. As a [Your Title/Profession] with [number] years of experience in [Industry/Field], I believe this location will be ideal for [briefly describe your business or intended use of the property].

I have conducted thorough research and am particularly impressed by [mention any specific attributes of the property or location that attract you].

My vision for [Your Business Name] includes [briefly outline your business plan, proposed services/products, target market, etc.]. I am confident that my expertise in [mention relevant experience or skills] will contribute to the success of the business at this location.

I would appreciate the opportunity to discuss this potential lease and explore how we can work together. Please feel free to contact me at your earliest convenience to set up a meeting.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Profession]
[Your Company Name (if applicable)]
[Your Website (if applicable)]