

Letter to Inquire about Leasing Office Space

This package contains:

1. Instructions & Checklist for Writing a Letter to Inquire about Leasing Office Space
2. Letter to Inquire about Leasing Office Space

Instructions & Checklist for a Letter to Inquire about Leasing Office Space

- This package contains: (1) Instructions & Checklist for a Letter to Inquire about Leasing Office Space; and (2) Letter to Inquire about Leasing Office Space

- This form is designed to assist you in drafting a letter to a commercial real estate agency inquiring about the availability of office space for lease.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

[Your Company Name] is interested in leasing commercial office space in the [Name of Area] district of [Name of City].

Our company is a [Type of business, i.e., *an employment agency, a travel bureau*], and we seek a ground-floor location that is clearly visible from the street, with easy walk-in access as well as adequate parking adjacent to the office.

We would be interested in leasing a space [for X No. of Years/ on a month-to-month basis], and would like to be able to move in by [Date].

If you have any listings that would be suitable, please have an agent contact me as soon as possible to discuss.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

[Your Name]

Enclosures