

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Advisory Proposal for Commercial Real Estate Portfolio Restructuring

Dear [Client Last Name],

Following our recent discussion regarding your current property holdings, [Advisory Firm Name] is pleased to submit this proposal to provide strategic restructuring advisory services for your commercial real estate portfolio.

Our analysis indicates that current market shifts in [Specific Sector, e.g., Office/Retail] present a significant opportunity to optimize your capital allocation. Our proposed restructuring strategy will focus on the following core objectives:

- **Asset Rationalization:** Identifying underperforming assets for disposition to maximize liquidity.
- **Debt Optimization:** Reviewing existing loan structures to improve cash flow and reduce interest rate exposure.
- **Portfolio Diversification:** Reinvesting proceeds into high-growth sectors or geographic markets to mitigate risk.
- **Operational Efficiency:** Streamlining management costs across the remaining property mix.

The advisory process will be conducted in three phases:

1. **Portfolio Audit:** Comprehensive valuation and performance benchmarking of all current holdings.
2. **Strategic Recommendations:** Development of a tailored roadmap for acquisitions, dispositions, and refinancings.
3. **Execution Oversight:** Managing transaction timelines and coordinating with legal and financial stakeholders.

We are confident that this proactive approach will enhance the long-term value and resilience of your investment portfolio. We look forward to discussing the specific terms of this engagement with you in the coming days.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]
[Advisory Firm Name]