[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]
[City, State, Zip]

RE: Advisory Engagement for [Project Name/Property Address]

Dear [Client Name],

This letter serves to outline the advisory services provided by [Consultant/Firm Name] regarding the institutional financing for the aforementioned commercial real estate asset. Our objective is to assist [Company Name] in navigating the current capital markets to secure optimal debt or equity structures.

I. Scope of Advisory Services

- Financial modeling and rigorous underwriting of the subject property.
- Preparation of an institutional-grade preliminary offering memorandum.
- Identification and solicitation of qualified institutional lenders (Banks, Life Companies, CMBS, or Debt Funds).
- Comparative analysis of term sheets and structural negotiation.
- Coordination of the due diligence and closing process.

II. Preliminary Market Observations

Based on current market conditions for [Asset Class], we anticipate a Loan-to-Value (LTV) ratio of [X]% and an estimated spread of [X] basis points over the applicable benchmark. We recommend focusing on [Fixed/Floating] rate structures to align with your hold period.

III. Information Requirements

To move to the formal marketing phase, please provide the following:

- Current certified rent roll and past three years of operating statements.
- Detailed capital expenditure budget (if applicable).
- Sponsor track record and current financial statement.

IV. Confidentiality

All proprietary information shared during this engagement will be held in strict confidence and used solely for the purpose of securing financing for the project.

We look forward to a successful execution. Please contact me directly at [Phone Number] or [Email] to discuss the next steps.

Sincerely,

[Signature]

[Name]
[Title]
[Firm Name]