

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Advisory Services for Retail Space - [Property Address/Project Name]

Dear [Recipient Name],

Following our recent discussion, I am writing to formally outline the commercial real estate advisory services [Your Company Name] can provide regarding your retail property at [Property Address].

Our objective is to maximize the value of your retail asset through strategic positioning and market-driven insights. Our advisory scope includes:

- **Market Analysis:** Detailed review of local demographics, consumer spending patterns, and competitor performance.
- **Site Selection & Positioning:** Evaluating foot traffic, visibility, and co-tenancy synergy.
- **Leasing Strategy:** Identifying optimal tenant mix and negotiating favorable lease terms to ensure long-term stability.
- **Valuation & Financial Modeling:** Projecting Pro-forma income and assessing Capitalization Rates.

We have extensive experience in the [Local Market Name] retail sector and are confident that our data-driven approach will help you achieve your investment goals.

I would like to schedule a brief meeting next week to present our preliminary findings. Please let me know your availability.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]