[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

RE: Inquiry Regarding Commercial Real Estate Portfolio - [Portfolio Name/Reference]

Dear [Recipient Name],

Thank you for your interest regarding our commercial real estate portfolio. We appreciate your inquiry dated [Date of Inquiry].

In response to your request, please find the enclosed [or attached] summary which provides a high-level overview of the current assets, including asset classes, geographic locations, and occupancy rates.

To proceed with a more detailed exchange of information, including financial statements and rent rolls, we require the execution of the attached Non-Disclosure Agreement (NDA). Once the signed document is returned, we will provide you with access to our secure data room.

We are available to schedule a brief call to discuss your investment criteria and how this portfolio may align with your objectives. Please let us know your availability for a conversation next week.

We look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]