

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Lease Agreement for [Property Address/Suite Number]**

Dear [Recipient Name],

Please find enclosed the proposed Commercial Lease Agreement regarding the property located at [Property Address].

We have drafted this document to outline the terms discussed, including:

- Lease Term: [Start Date] to [End Date]
- Monthly Rent: \$[Amount]
- Security Deposit: \$[Amount]
- Permitted Use: [Brief Description of Business Use]

Please review the attached document carefully. If the terms are acceptable, please sign and return a copy to our office by [Deadline Date]. If you have any questions or require modifications, please contact me directly at [Phone Number].

We look forward to a successful business relationship.

Sincerely,

[Signature]

[Typed Name]  
[Title]

Enclosure: Commercial Lease Agreement