

[Current Date]

[Tenant Name]

[Tenant Primary Address]

[City, State, Zip Code]

RE: Lease Agreement for [Facility Name / Suite Number]

Dear [Tenant Representative Name],

We are pleased to welcome you as a tenant at [Facility Name]. Enclosed with this letter, please find the Lease Agreement for the premises located at [Specific Address/Unit Number].

This agreement outlines the terms of your tenancy within our multi-tenant facility, including rules regarding shared common areas, maintenance responsibilities, and building security protocols. Please review the document thoroughly, with particular attention to the following sections:

- Term of Lease and Commencement Date
- Monthly Rent and Additional Operating Costs (CAM)
- Security Deposit Requirements
- Building Rules and Regulations

Please sign and return a copy of the agreement by [Due Date]. Once we receive the signed document and the initial payment of [Total Amount Due at Signing], we will provide you with the keys and move-in instructions.

We look forward to a successful business relationship. If you have any questions regarding the terms of this lease, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name/Property Management]