

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

[Date]

[Landlord or Property Manager Name]
[Company Name]
[Address]
[City, State, Zip Code]

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

Dear [Landlord Name],

Please find enclosed the signed Lease Agreement for the retail space located at [Property Address]. We are excited to establish [Business Name] at this location and look forward to a successful tenancy.

Enclosed with the signed contract, you will find:

- The executed Lease Agreement (two copies)
- Check #[Number] for the Security Deposit in the amount of \$[Amount]
- Check #[Number] for the first month's rent in the amount of \$[Amount]
- Certificate of Insurance (COI) naming [Landlord/Entity] as additionally insured
- [Any other required documents, e.g., Business License]

Please return one fully executed copy of the lease to us once it has been signed by the property owner for our records.

We would also like to coordinate a time to collect the keys and conduct a final walkthrough of the premises on [Date]. Please let us know if this works for your schedule or if there are specific building procedures we should be aware of regarding our move-in.

If you have any questions or require additional information, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Title]
[Business Name]