

Professional business-focused lease proposal

Subject: Office Space Lease Proposal at [Property Address]

Dear [Property Owner/Manager Name],

We are interested in leasing office space at [Property Address] to accommodate our growing team. Our proposed lease term is [duration], with a monthly rent of [amount], inclusive/exclusive of utilities as applicable.

We are prepared to provide financial statements, corporate documentation, and references to support our application. We hope to finalize terms at your earliest convenience.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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