

Form: Offer to Lease Space

Description: A sample letter offering to lease space

Letter Announcing New Terms

[Letterhead]

[Date]

Re: Offer to Lease Space in Your Building

Dear _____:

We have now reviewed your property at [address] (the "Property") and are quite interested in leasing space in the Property. We believe we would be excellent tenants and are prepared to consummate a lease as soon as possible.

As a way to commence our discussions, let us lay out some of the key terms which we believe would be acceptable to us:

Leased Premises: The ___ floor at the Property, consisting of approximately ___ square feet.

Commencement Date of Lease: _____.

Length of Lease: _____ years

Monthly Rent: \$ _____ for the first ___ years of the Lease. \$ _____ for the remaining ___ years of the Lease.

Utilities: All utilities to be paid for by the Lessee, except for _____.

Parking: Lessee to have ___ unencumbered parking spaces in the building.

Use of Leases Premises: General office use and/or any other legal use.

Improvements: Lessor to make the following improvements to the Lease Premises prior to Lessee's occupancy: _____
_____.

[Landlord]

[Date]

Right to Renew: Lessee to have the right to renew the Lease for an additional ____ years, for \$_____ per month rent.

Taxes: All taxes on the property shall be payable by Lessor.

Assignment & Subletting: The Leased Premises shall not be assigned or sublet without the consent of Lessor, which consent shall not be unreasonably withheld or delayed.

Security Deposit: \$_____

Form of Lease: To be mutually agreed upon between Lessor and Lessee.

We are happy to discuss any of these terms and look forward to a long and mutually beneficial relationship. So that you may appreciate how responsible of a tenant we would be, I enclose some background information on our company.

Let us set up a meeting to discuss this as soon as possible.

Very truly yours,

Enclosure