Date

To

Recipient Name

Street Address

City, ST ZIP Code

Subject:                Request for land on lease

Dear Sir/Madam,

I am writing to express my interest in your land located at [enter address]. I am interested in leasing the land for a period of eight years. I intend to [enter a reason for lease]. If you are interested in leasing the land for such purposes, kindly respond in the affirmative.

I can discuss the details in a meeting with you. Look forward to hearing from you.

Sincerely,

[Your Name]  
[Address]