Date:

Name of the recipient:

Complete address of the recipient

**Subject: commercial lease negotiation letter**

This letter is being written to express interest in the lease of the commercial property located at (mention the address) on behalf of ABC Company.

We are running a business of garments in different areas of the country and our company needs a commercial land to operate our business in some other localities too. We are mentioning here all the negotiable terms and conditions for you:

1. The length of the lease will be [TEXT]
2. Our company will have lease renewal options if we get along with each other.
3. During the lease, if there is any renovation needed, our company will be responsible for it.
4. Annual rent of [AMOUNT]$ will be paid in the month of August each year.

We are hopeful that you will consider all the above-mentioned terms and conditions and think over them so that we can find something of mutual interest. You can contact me any time whenever you have any question in your mind.

I am thankful to you for giving your precious time to us and reconsidering the terms mentioned in this letter. We are looking forward to hearing from you.

Thank you.

Regards,

Name of the company,  
Sender's name  
Designation of the sender in the company  
Signatures of the sender