**Date:**

**To**

**[The Recipient]  
[Address]**

**Re. Proposal to Purchase Land for Office Relocation**

Dear [NAME],

I am [NAME], the [POSITION] from [COMPANY NAME]. Please note that the letter serves as a proposal letter purporting the purchase of the land for the office of my boss. Mr. [NAME YOUR BOSS] who is the CEO of the company wants to relocate his office. For this, I have been given the task to seek suitable commercial areas where the office can be relocated. Therefore, I am writing to you to assist me in this matter and negotiate the idea of purchasing land from your real estate company who has extensive experience in commercial real estate.

Briefly speaking, the company has an extensive business, and it is expanding with every passing day with the hard work of Mr. [NAME] and the tireless efforts of his team. Mr. [NAME] has very suitable choices when it comes to his business. He does not accept anything related to his business with even a half-percent margin of corporate collapse. Viewing his fastidious nature, purchasing land for the relocation of his business seems strenuous for me.

I have prepared a payment plan for your real estate agent to make this purchase swift. Please find the proposed payment plan in appendix-I and review the offer.

The payment plan can be revisited and negotiated on agreeable terms; therefore, your kind and unhesitating response will be appreciated. I believe that the prime location has given you an opportunity to get multiple offers, therefore, I have given the payment a logical margin at your conviction. Please submit your response after reviewing this offer till [DATE]. As the construction of the office is needed to be initiated as soon as possible, therefore, I shall be grateful if you respond at your earliest.

I will be grateful for having your response within the given time. Thank you.

Regards.

[Your Name]  
[Designation]