**Date:**

**To**

**[The Recipient]  
[Address]**

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

Dear [NAME],

I am drafting this proposal letter with the hope of getting the best out of it as I have immense faith in the faithful and honest clientage of your real estate agency. I feel proud to state that [NAME THE COMPANY] has been having strong ties since 20XX in assisting each other on various business grounds. On this occasion, we expect similar cooperation and coordination from your agency. To corroborate each other, keeping a beneficial loyalty at both sides of the business plays a key role in keeping business terms last long.

We are seeking some prime locations in commercial areas of [SPECIFY THE AREA] for the construction of a regional office of our [SPECIFY THE DESIGNATION OF BOSS]. Mr. [NAME OF THE BOSS] wants to open a regional office to operate regional affairs separately due to overburdening and multidimensional operational issues in the internal body of head office.

For this, we need an area of [SPECIFY THE AREA OF THE LAND IN SQUARE METERS] preferably in readily available erected constructions. The preferable office specifications have been attached to this letter as templates for your convenience.

We can offer $[X] to make this purchase in installments. Due to conflicts of financial bodies of the company, it is hard for us at this time to pay for the purchase at once, therefore, we prefer to bid on installments. Any changes and negotiations shall be endured deliberately. A clear image of the installments plan has been attached to the letter as Appendix-I and Appendix-II.

For any queries or suggestions, please write to us at [EMAIL] or call our landline [PHONE] from 13:00 to 16:00. Thank you.

Regards.

[Your Name]  
[Designation]