«Company\_Name»  
  
,

Dear ,

I am a real estate agent specializing in tenant relocation for commercial space. My interest is in your needs regarding your business located at .

Your business may have outgrown your current space, or you no longer need all the space you now lease. Perhaps you’d benefit from better public exposure by moving to a location with heavier traffic or better accessibility to your target market?

My knowledge of local commercial space will pinpoint the most advantageous properties with the amenities and environment you need to more efficiently conduct business. My advice as a tenant advocate when negotiating landlord-preferred lease agreements is paramount to a tenant’s best long-term financing of space.

A careful review is made for annual rent adjustments, obligations for maintenance, property taxes, insurance, utilities, and your need for any tenant improvements to occupy a space. Most are risk-of-ownership expenditures, which owners tend to push off onto tenants, when tenants will agree.

When you sense you might need other space, please give me a call. We’ll review the specific needs your business has, and what locations you really want.

I look forward to hearing from you!

Sincerely,

«Broker\_Name»  
« Broker\_License»