«Recipient\_Name»  
  
,

Dear ,Are you looking to lease the perfect building for your business? Whether you need retail, office or industrial space, I can help locate the best property for you. As your leasing agent, I’ll provide these benefits:

1. **A wider range of listings.** My access to a multiple listing service (MLS) will allow you to broaden your search and review an updated list of all available commercial spaces in your area.
2. **Better pricing.** As your leasing agent, my goal is to find you the best property for the most competitive rent. Let me help you cut your costs.
3. **Simplicity of one agent.** Having one dependable agent simplifies your search for commercial space. Rather than deal with multiple property owners and managers who aren’t tuned in to what you want, leave it to me to work with third parties on your behalf.
4. **Professional advice and expertise.** Working in real estate gives me the knowledge and resources to locate property successfully. I’m also privy to the contractual and legal aspects of your leasing transaction, so I’ll maximize your benefits and ensure a smooth process.
5. **Diligent representation and negotiation.** It’s my job to find what you want and get you the best deal. I’ll ensure your needs are communicated and work hard to negotiate the optimal rent amount.

If you’re ready to begin your search for a commercial space, call me today to set up an appointment.

I look forward to hearing from you!

Sincerely,