«Recipient\_Name»  
  
,

Dear ,Are you looking to acquire more suitable facilities for your business?

No matter your particular needs for space, I am well positioned to assist you locating and negotiating provisions in a lease agreement. When you retain me as your tenant leasing agent, you receive:

1. **A selection of qualifying properties.** My consistent review of available properties in the market of your choice increases the likelihood we will find space available in one of your preferred locations.
2. **Negotiated rent and owner costs.** Current trends in rents, vacancy factors, and availability all dictate your rate, and my experience negotiating with owners and their agents keeps your periodic leasing costs as low as can be arranged.
3. **A diligent tenant agent.** With one agent employed as your advisor, as a finder of space and your representative in negotiations, your search for space is suddenly streamlined. I coordinate all interactions with owners, their agents and local code enforcement when you consider an available property.
4. **Professional advice and expertise.**  My knowledge of property rights and lease provisions achieves the best result negotiable for my tenant-client.

When you are ready to look into space available for your needs, please call me to get started.

Sincerely,

«Broker\_Name»  
«Broker\_License»