Letter of Intent for Commercial Lease

Evan Roberts
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Raleigh, NC 27617
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(919) 555-3210
October 1, 2023

Ms. Clara Hudson
Leasing Manager
Downtown Realty Services
456 City Center Ave
Raleigh, NC 27601

Dear Ms. Hudson,

I am writing to express my strong interest in leasing the commercial space located at 123 Main Street, Raleigh, NC, as advertised by Downtown Realty Services. As the owner of FreshStart Tech, a burgeoning IT solutions company currently seeking to expand our operations, I believe this space offers the perfect location and amenities to suit our growing needs.

Having operated in Raleigh for over five years, we are committed to contributing to the local business community's growth and vibrancy. Our search for a new location is driven by the need for a larger workspace that can accommodate our expanding team and provide a conducive environment for innovation and client engagement. The strategic location of 123 Main Street, along with its modern facilities, makes it an ideal choice for our next phase of development.

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In terms of lease terms, we are interested in a three to five-year lease, with the option to renew. We are open to discussing the specifics of the lease rate, improvement allowances, and any other terms necessary to reach a mutually beneficial agreement. Our goal is to move in by January 2024, allowing us sufficient time to customize the space to our specifications and commence operations without delay.

I would like to propose a meeting to discuss the lease terms in detail and to view the property at your earliest convenience. We are keen to move forward with this opportunity and are prepared to proceed with the lease negotiations following a satisfactory discussion and property inspection.

Thank you for considering FreshStart Tech as a potential tenant for your property at 123 Main Street. I am enthusiastic about the prospect of establishing our new office in this location and contributing to the dynamic community of businesses in downtown Raleigh. I look forward to your response and the opportunity to discuss this exciting possibility further.

Sincerely,

Evan Roberts
Owner, FreshStart Tech

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