

# Commercial Lease Proposal Letter

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**John Doe**

**Doe Enterprises LLC**

**123 Business Ave**

**Metropolis, NY, 10001**

**john.doe@example.com**

**555-123-4567**

**September 24, 2024**

**Ms. Jane Smith**

**Smith Property Management**

**456 Landlord Lane**

**Metropolis, NY, 10002**

Dear Ms. Smith,

**Subject: Lease Proposal for 789 Commerce Blvd, Metropolis, NY, 10002**

I am writing to express my interest in leasing the commercial property located at 789 Commerce Blvd as advertised. After careful consideration and assessment of its location and features, I am confident that this property is perfectly suited to the needs and aspirations of Doe Enterprises LLC.

## **1. Proposed Terms of Lease:**

- **Lease Duration:** 5 years
- **Monthly Rent:** \$3,000
- **Rent Increases:** Annual increases of 3% starting from the second year
- **Security Deposit:** \$6,000 (equivalent to two months' rent)
- **Use of Premises:** To be used for retail sales and storage of consumer electronics

## **2. Renovations and Improvements:**

- We plan to remodel the front reception area and install custom shelving units at our expense, with designs to be approved by you.

## **3. Maintenance and Repairs:**

- Tenant will be responsible for minor repairs and maintenance up to \$500; major repairs and structural maintenance will be the responsibility of the landlord.

**4. Option to Renew:** We would appreciate an option to renew the lease for an additional 5 years under similar terms, subject to mutual agreement at that time.

**5. Special Conditions:** We request three dedicated parking spaces for our staff and signage space on the building facade facing the main road.

Doe Enterprises LLC has been operational since 2010 and has consistently demonstrated stability and growth. We believe relocating to your property will provide us with the space we need to continue expanding and serving our customers more effectively.

Enclosed with this letter are documents supporting our business stability and financial health, including recent financial statements, a business continuity plan, and references from other landlords.

We are eager to discuss this proposal further and are open to negotiation on the terms to ensure mutual benefits. Please feel free to contact me directly at 555-123-4567 or [john.doe@example.com](mailto:john.doe@example.com) to schedule a meeting at your earliest convenience.

Thank you for considering this proposal. I look forward to the possibility of a fruitful business relationship.

Warm regards,

**John Doe**

**Founder & CEO, Doe Enterprises LLC**