

Lease Proposal to Landlord

Michael Johnson

Johnson Digital Marketing Inc.

205 Tech Valley Drive

Sunnyvale, CA, 94086

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408-555-0198

September 24, 2024

Ms. Elizabeth Carter

Carter Commercial Real Estate

123 Commercial Blvd

Sunnyvale, CA, 94085

Dear Ms. Carter,

Subject: Proposal for Leasing Property at 400 Gateway Plaza, Suite 1500, Sunnyvale, CA

I am writing to formally propose leasing the commercial property located at 400 Gateway Plaza, Suite 1500, as recently discussed. This location, with its proximity to major tech companies and accessibility, is ideally suited for the expanding needs of my business, Johnson Digital Marketing Inc.

1. Lease Duration: I am interested in a lease term of three years, with the option to extend for an additional two years based on mutual agreement.

2. Monthly Rent: I propose a monthly rent of \$4,500, which I believe is competitive based on current market rates in the area. I am open to discussion and negotiation on this point.

3. Security Deposit: I am prepared to provide a security deposit equivalent to two month's rent upon signing the lease agreement.

4. Renovations and Modifications: To accommodate our specific needs, we plan to reconfigure the office layout and upgrade network infrastructure, pending your approval and in compliance with local zoning laws.

5. Use of Premises: The premises will be used for digital marketing operations, including offices for our creative, sales, and development teams.

6. Maintenance and Upkeep: We commit to maintaining the property in top condition, with all specific responsibilities to be detailed in the lease agreement.

7. Special Requests: We request permission to install our company signage on the exterior of the building facing the main street and to have at least five reserved parking spaces for our executive staff.

Our business has been successfully operating since 2010, with a proven track record in the digital marketing field. Attached are documents that provide more details about our business and financial stability, including recent financial statements and a business continuity plan.

I am eager to discuss this proposal further and am available for a meeting at your earliest convenience. You can reach me directly at 408-555-0198 or via email at michael.johnson@jdmarketing.com.

Thank you for considering our lease proposal. I look forward to the possibility of occupying this space and fostering a strong business relationship.

Warm regards,

Michael Johnson

CEO, Johnson Digital Marketing Inc.