

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Promotional Letter – Office Space

Dear :

has available office spaces for rent. Our offices are locating in a prime location within the business district of {city}. Our convenience to the local businesses and government buildings make our office a much sought after location. If you would be interested in renting the available space, please contact me.

Sincerely,

N A M E