

[DATE]

[PROSPECTIVE CLIENT]  
[ADDRESS]  
[PHONE]  
[E-MAIL]

**RE: Letter of Intent (LOI) for space located [ADDRESS, CITY, STATE].**

Dear [PROSPECTIVE CLIENT],

The following is a non-binding letter of intent regarding the lease of the property located at [ADDRESS].  
The following are the preliminary terms, conditions, and contingencies related to the lease:

1. Tenant is [NAME & DESCRIPTION OF BUSINESS]
2. Tenant to occupy approximately [SIZE] square feet of leased space at [ADDRESS].
3. Lease term to be [TIME] years.
4. Lease rate to be approximately [AMOUNT] per square foot annually.
5. Lease to contain annual increases of 3% or CPI.

\* Lease rate is subject to change based upon review of architectural drawings and bidding of construction costs.

Thank you for your time and consideration, we look forward to working with you on moving this project forward. If the above conditions are acceptable, we will prepare a lease proposal. We look forward to the opportunity of growing our business relationship with you.

Very Truly Yours,

THREE SIXTY  
Real Estate Solutions