

## How to write an offer letter for rental property

**Question:** A new advertising firm, Prime Ads Ltd., 2 Tolstoy Marg, Kolkata, needs office space at a prime location in Delhi. Write a letter to the Manager offering the first floor of your building for rent. Give details of the premises, terms & conditions, etc. You are Paramjit Singh, managers Planwell Builders, Nehru Place, New Delhi.

**Answer:**

Planwell Builders,  
Nehru Place,  
New Delhi.

14<sup>th</sup> March, 20..

The Manager  
Prime Ads. Ltd.  
2 Tolstoy Marg, Kolkata.

**Subject:** Offering floor on Rent.

Sir,

In response to your [advertisement](#) in the Hindustan Times, dated 7<sup>th</sup> March 2010 requiring office space at a prime location in [Delhi](#), I feel pleasure in offering the first floor of our building. The details of the premises and terms and conditions are given as under.

It is a four-storeyed Place, New Delhi. Its covered space is 300 square meters. There are eight bedrooms, a spacious hall, and big lobbies on three sides. It has marble flooring and four bathrooms. The parking space is also available in the basement. It is exclusively designed and has ultra-modern amenities. It has two servant quarters. It is quite near to the metro station.

The rent will be around Rs. 50,000 per month. You will be required to pay Rupees Ten Lakhs as advance and earnest money. The contract will initially be for five years.

Thanking you,  
Paramjit Singh

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