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**To**

*Real Estate Manager  
Freedom Shopping Mall  
Wegmans, Midtown*

*Raleigh, NC*

**From**

*Habel Francis  
311 Platinum Heights  
Wegmans, Midtown  
Raleigh, NC*

*Contact details: XXX XXX XXXX*

*Dear Mr./Ms. ....*

*I am 50-year old retired US Army personnel who live conveniently close to your shopping mall. I am planning to open a small office from where I can run a business of security consultancy services.*

*Through this Letter of Intent, I request you to find me an office space ranging from 250 to 400 sq ft at the Freedom shopping mall. My budget for the lease of the commercial space is \$2500 per month.*

*I need a parking slot for an SUV as part of the leased property. I will greatly appreciate it if you could reply within a week, that is by 15 June 2021.*

*Thank you!*

*Yours Sincerely*

*Signature:*

*Habel Francis*