

Thank you for renting the shop

Dear Sir / Madam,

I would like to extend my gratitude and thanks for renting out your shop to us. We were at a loss trying to find the shop which will accommodate our requirements and would offer a rent which we can afford. Having found you, has indeed been a blessing for us.

Please make note, the rent will be transferred to your bank account by 5th of each month and no later.

Please feel free to contact for any further concerns or queries you may have. My contact information is listed as under.

Thanks and regards.

Yours sincerely,

Your name

Your address

Your contact number

Your email id