*{Intended person}*

*{Address/company name of intended person}*

*{Date}*

Dear Mr./Ms. …….

…….*{your company name}* is a ……. *{description of your company work done, when it started etc.}.*

Your business/company is well known for …….*{intended’s business/service etc.}* We believe such …….*{business/service etc.}* has a very good potential for *{market potential/benefits etc.}.*

I/We would like to express my/our interest in …….*{your intent eg.renting the place, forming a partnership/ making an offer to purchase etc.}* of which you are the owner/proprietor/partner/managing director/CEO. As part of our expansion plan, we would like to open one more branch in …….*{place}* and your property/business/company seems perfect for our purpose.

At your request, I can send you my/our business/company introductory profile in PDF format for your perusal or you may visit my/our website at ……..

Should you be interested in this offer or have any questions in this regard, please feel free to give me/us a call at …….. or send an email to ……..

Thank you very much and we hope to receive your favourable response soon.

Best regards,

……..

NAME

DESIGNATION

COMPANY NAME