

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

RE: Inclusion of Furniture, Fixtures, and Equipment (FF&E) - [Property Address/Suite Number]

Dear [Recipient Name],

This letter serves as a formal agreement regarding the inclusion of specific commercial office furniture and fixtures as part of the [Lease/Purchase] agreement for the premises located at [Property Address].

The following items are hereby included in the transaction and shall remain on the premises for the use of the [Tenant/Buyer]:

- **Workstations:** [Number] desks, [Number] ergonomic chairs, and [Number] privacy screens.
- **Conference Room:** [Number] conference tables, [Number] executive chairs, and [Description of integrated AV equipment].
- **Storage:** [Number] filing cabinets, [Number] bookshelves, and [Number] storage lockers.
- **Fixtures:** All existing window treatments, mounted whiteboards, and [Specific lighting fixtures].
- **Reception:** [Number] reception desk and [Number] guest lounge chairs.
- **Kitchen/Breakroom:** [List appliances such as refrigerator, microwave, dishwasher].

All items listed above are provided in "as-is" condition. The [Owner/Landlord] confirms that these items are free of any liens or encumbrances. Ownership of these items shall transfer to the [Tenant/Buyer] upon [Commencement Date/Closing Date], unless otherwise specified in the primary contract.

Please acknowledge your receipt and acceptance of this inclusion list by signing below.

Sincerely,

[Sender Signature]

[Printed Name]

Accepted and Agreed:

[Recipient Signature]

[Date]