

[Date]

[Client Name]
[Client Company]
[Client Address]
[City, State, Zip]

Re: Strategic Portfolio Review Offer for [Company Name/Portfolio Name]

Dear [Client Last Name],

I am writing to you regarding your current commercial real estate holdings. In today's shifting market, ensuring that your assets are performing at their peak potential is essential for long-term value preservation and growth.

I would like to offer you a complimentary, comprehensive **Commercial Real Estate Portfolio Review**. This analysis is designed to provide you with a clear snapshot of your current position and identify opportunities for optimization.

Our review will include:

- Current market valuation of each asset.
- Analysis of existing lease terms and expiration risks.
- Assessment of operating expenses vs. market benchmarks.
- Identification of potential refinancing or disposition opportunities.
- Strategic recommendations based on current interest rate trends.

This process is entirely confidential and requires minimal time from your team. Our goal is to provide you with the data necessary to make informed decisions for the coming fiscal year.

Are you available for a brief 15-minute introductory call on [Day] or [Day] to discuss how this review can benefit your specific objectives?

I look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]