

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Landlord or Property Manager Name]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Letter of Intent for Space Expansion - [Current Property Address/Suite Number]**

Dear [Name of Landlord or Manager],

Our company, [Your Company Name], has been operating at [Current Suite/Location] since [Date]. Due to our recent growth, we are interested in expanding our physical footprint within your property.

Specifically, we are interested in acquiring the following additional space:

- **Target Space:** [Suite Number or Description of Area]
- **Estimated Square Footage:** [Number] sq. ft.
- **Desired Commencement Date:** [Date]

We would like to discuss incorporating this additional space into our existing lease agreement. Our proposed terms for this expansion include:

- 1. Lease Term:** We suggest aligning the expiration of the new space with our current lease dated [Current Lease End Date].
- 2. Rental Rate:** [Proposed dollar amount] per square foot.
- 3. Tenant Improvements:** [Briefly describe any needed renovations or request for allowance].
- 4. Right of First Refusal:** We are also interested in discussing rights to any adjacent units that may become vacant in the future.

This letter serves as a formal expression of interest and is not a legally binding contract. We are eager to review a formal proposal or lease amendment from your side.

Please let us know your availability this week to discuss this expansion further. Thank you for your continued partnership.

Sincerely,

[Signature]

[Printed Name]

[Title]