

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Introduction: Commercial Real Estate Services in [Target Area/City]

Dear [Recipient Name],

My name is [Your Name], and I specialize in commercial real estate services with [Your Company Name]. I am writing to formally introduce myself and our firm to you, as we have been closely following the growth of [Recipient's Company Name] and its impact on the [Local Area] market.

With [Number] years of experience in the [Industrial/Retail/Office/Multi-family] sector, I help clients navigate the complexities of property acquisition, leasing, and strategic investment. Our firm provides comprehensive market analysis and data-driven insights to ensure our clients maximize the value of their real estate portfolios.

I would appreciate the opportunity to learn more about your current operations and any upcoming real estate requirements you may have. Whether you are looking to expand your footprint, optimize your current space, or explore investment opportunities, I am confident that my expertise can provide significant value to your team.

Are you available for a brief introductory call or a coffee meeting on [Day of the week] at [Time]? I would welcome the chance to share some recent market trends I have observed in [Specific Sub-market].

Thank you for your time and consideration. I look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]