

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

[Date]

[Landlord or Leasing Agent Name]
[Property Management Company]
[Address]

RE: Commercial Lease Referral - [Startup Name]

Dear [Name],

I am writing to formally refer **[Startup Name]** for a commercial lease at **[Property Name/Address]**. As an emerging company in the **[Industry]** sector, they are currently seeking a space that aligns with their growth trajectory and operational needs.

I have worked closely with the founders, **[Founder Names]**, and can attest to their professional integrity and the viability of their business model. **[Startup Name]** recently secured **[Funding Stage/Amount]** and is backed by **[Notable Investors/Accelerators]**. They are a high-growth venture with a stable financial foundation and a clear long-term strategy.

Key highlights of the prospective tenant:

- **Business Focus:** [Brief description of what they do].
- **Growth Potential:** Expected headcount increase of [Number] over the next [Number] months.
- **Financials:** Proof of funds and financial statements are available upon request.

I believe they would be an excellent long-term tenant for your portfolio. I have copied **[Point of Contact Name]** from **[Startup Name]** on this correspondence so you may coordinate a viewing or introductory meeting directly.

Thank you for your time and for considering this referral.

Sincerely,

[Your Signature]

[Your Printed Name]