**Sample Letter of intent to lease**

Ms. Martina Dela

Zone Administrator

Park Mall

Dear Ms Dela,

This is an official letter from Quality Foods to inform you that we are looking forward to leasing commercial spaces in the Park Mall.

We will be serving the following food items: hamburgers, cold beverages, burger sandwiches, rice meals and other similar products. We have a large client base among young groups. We are diversely located in the city but this is the first time we are considering leasing a space inside a mall.

You can contact us at 555-0921 from Monday to Thursday for any clarifications required and for discussing this deal. I am sure we will arrive at a conclusion without any significant problems. We target the same customers as you do and I feel it would be a good deal for both of us.

Thanking You Very Much,

Respectfully,

Mr. Pedro Reyes

Sole Proprietor

Quality Foods Service