**Letter of intent for a real estate purchase**

Dear [Name],

I am writing this letter to indicate my intent to purchase your office space located at 300 69th ave S, in Chicago, IL 60201. One of my real estate agent contacts mentioned that you would like to sell this property and thus I am writing the letter to express my desire to purchase it.

I am planning to open my new office in the heart of the city and want to find an open space that is easy to access for my employees. After getting the details from my real estate contact, I found that your property meets my requirements for space, location and price.

Please let me know a convenient time when we can meet and discuss further details including the price of the property. I would also wish to visit and inspect the property before finalizing price negotiations. You can please feel free to call me at 224-888-8888 to discuss next steps.

Best regards,

Jason Mason  
[Business name]