To,
Mr. Matthew Gomes,
XYZ Street,
London

5th June 20XX

Sub : Letter of intent for real estate purchase

Dear Sir,

I am writing this letter to indicate my intent in purchasing your property located at 67, North Avenue, Circle Street, London. I came to know from one of the real estate agent that you wish to sell your above mentioned property and thus I am writing the letter to express my desire to purchase the same.

I am planning to open my new office in the heart of the city which has open space and easy access to communication for my employees. After getting the details from real estate agent, I found that your property meets all my requirements in terms of area, location and others. The property will prove to be an apt location for setting up my new office.

Please let me know a convenient time when we can meet and discuss further details regarding price and others. I would also wish to have a look at the property before finalizing any deal. You can please feel free to call me on 79090-8888 to fix up a meeting as per your convenience.

Looking forward to your positive response in this regards.

Regards,

Axel Fargoes