

OFFER LETTER

Reg : Offer to give on lease _____ floor of my/our premises for your branch / office.....

I / We offer to give you on lease the premises described here and the details of the premises/site are as follows:-

1. Name of the Owner:-
2. Address of the owner
3. Address of the proposed premises/site to be leased:-
 - a) Full Address:-
 - b) Class of construction:-
 - c) Year of construction:-
 - d) Details of floor-wise carpet area / Built- up area as under :-
 - e) Floor:- Ground/First floor
 - f) Parking space available:- Yes/No
 - g) Distance from main market:-
 - h) Boundaries:-
 - i) Whether all legal documents available for the proposed premises/site:- Yes/No
 - j) Rural/Semi-urban:-
 - k) Proposed Rent:-
4. Whether Constructed premises/vacant land:-
5. If vacant land, construction/possession to be handed over within max 3 months:-Yes/No

I hereby agree to lease the above mentioned premises/site for the bank branch and accept terms and conditions as being offered by the bank.

Yours faithfully,

(OWNER/OWNERS)