

## OFFER LETTER

FROM :

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TO :

**CENTRAL BANK OF INDIA,**

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\_\_\_\_\_

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Dear Sir,

**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:-
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 )