**OFFER LETTER**

FROM :

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TO :

**CENTRAL BANK OF INDIA**,

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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:-

1. Whether Constructed premises/vacant land:-
2. 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 )