

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Leasing]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Re: Application for Industrial Property Leasing Agent Position

I am writing to express my strong interest in the Industrial Property Leasing Agent position at [Company Name]. With a background in [Number] years of commercial real estate and a specific focus on industrial assets, I am confident in my ability to drive occupancy rates and manage high-value lease negotiations for your portfolio.

In my previous role at [Current/Previous Company], I successfully managed a portfolio of [Number] square feet, including warehousing, distribution centers, and light manufacturing facilities. My core competencies include:

- Executing strategic marketing plans to attract national and regional industrial tenants.
- Conducting comprehensive site tours and technical walkthroughs of industrial specifications (clear heights, dock ratios, power capacity).
- Negotiating complex lease agreements, renewals, and expansions.
- Analyzing market trends, vacancy rates, and absorption data to optimize pricing strategies.

I am particularly drawn to [Company Name] because of your recent [mention a specific project, acquisition, or company reputation]. I possess a deep understanding of the local industrial market and maintain a strong network of tenant brokers and industry contacts that would be an immediate asset to your leasing team.

I have enclosed my resume for your review and look forward to the opportunity to discuss how my expertise in industrial asset management can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]