

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Re: [Job Title / Reference Number]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [Platform]. With a proven track record in [Number] years of retail real estate leasing and a deep understanding of [Specific Market/Asset Class], I am confident in my ability to drive occupancy rates and maximize the value of your portfolio.

In my previous role at [Previous Company], I was responsible for [Key Responsibility, e.g., managing a 500,000 sq. ft. GLA lifestyle center]. During my tenure, I successfully [Key Achievement, e.g., increased occupancy from 85% to 98% within 18 months]. I specialize in tenant prospecting, lease negotiation, and maintaining strong relationships with both national retailers and local entrepreneurs. My approach combines data-driven market analysis with a proactive networking strategy to ensure a balanced and profitable tenant mix.

I have long admired [Company Name]'s reputation for [Specific Company Strength, e.g., innovative urban redevelopment / luxury high-street presence]. I am particularly impressed by your recent work on [Specific Project] and believe my expertise in [Specific Skill, e.g., complex renewals or anchor tenant recruitment] aligns perfectly with your current strategic goals.

I would welcome the opportunity to discuss how my background in retail leasing and my network of industry contacts can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]