

[Your Company Name]

[Your Address Line 1]
[Your Address Line 2]
[City, State, ZIP Code]
Phone: [Your Phone Number]
Email: [Your Email Address]
Date: [Date]

[Recipient Name]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]

Subject: Professional Cleaning Services Offer

Dear [Recipient Name],

We hope this letter finds you well. My name is [Your Name], and I am reaching out on behalf of **[Your Company Name]**, a leading provider of professional cleaning solutions in [Your Service Area].

Understanding that a clean and well-maintained workspace is essential for your company's productivity, employee well-being, and positive first impressions, we are pleased to offer our comprehensive cleaning services tailored specifically to corporate environments like yours.

Our key services include:

- Daily and weekly office cleaning
- Carpet and floor care
- Restroom sanitation
- Window and glass cleaning
- Trash and recycling management
- Custom cleaning plans to suit your unique requirements

At **[Your Company Name]**, we pride ourselves on reliability, attention to detail, and a commitment to exceeding client expectations. All of our staff are fully trained, insured, and equipped with the latest eco-friendly products and cleaning technologies.

We would be delighted to discuss your cleaning needs and prepare a customized proposal that ensures a spotless and healthy workplace for your team. Please feel free to contact us at your convenience to schedule a complimentary consultation or site visit.

Thank you for considering **[Your Company Name]** as your trusted cleaning partner. We look forward to the opportunity to serve you and help make your workplace shine.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]