

Formal Inquiry Letter Sample for Cleaning Services

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title/Position (if known)

Cleaning Service Company Name

Company Address

City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally inquire about the professional cleaning services offered by your company. We are currently seeking a reputable and reliable cleaning service provider for our **[home/office/commercial facility]** located at **[insert address or location]**.

Kindly provide detailed information on the following:

- Types of cleaning packages and services available
- Pricing structure and available payment options
- Service frequency (e.g., daily, weekly, monthly, one-time)
- Service hours and availability
- Company credentials, certifications, and insurance coverage
- Any special offers, seasonal deals, or referral programs

Additionally, please let us know if you offer customized cleaning solutions tailored to specific needs and how on-site assessments or consultations are scheduled.

We would appreciate receiving a detailed proposal and quotation at your earliest convenience. If necessary, I am available for a call or meeting to discuss our requirements in detail.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]