

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Cleaning Service Proposal

I hope this letter finds you well. I am writing to propose our professional cleaning services to [Recipient's Company Name]. At [Your Company Name], we specialize in providing high-quality cleaning solutions tailored to meet the unique needs of businesses like yours.

Our services include:

- Routine office cleaning
- Carpet and upholstery cleaning
- Window washing
- Post-construction cleaning
- Specialized sanitation and disinfecting

We understand that a clean work environment is crucial for productivity and health, and we are committed to delivering exceptional service.

Attached you will find a detailed proposal outlining our services, pricing, and client testimonials.

We would love the opportunity to discuss how our services can benefit [Recipient's Company Name] and contribute to a cleaner, healthier workplace. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to set up a meeting.

Thank you for considering our proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]