

[Your Company Logo]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Thank you for choosing [Your Company Name] for your cleaning service needs. We appreciate your trust in us and are committed to providing you with the highest quality service.

This letter serves to confirm the details of your cleaning service:

**\*\*Service Type:\*\*** [e.g., Residential Cleaning, Commercial Cleaning]

**\*\*Service Date:\*\*** [Date of Service]

**\*\*Service Time:\*\*** [Start Time] to [End Time]

**\*\*Frequency:\*\*** [e.g., One-time, Weekly, Bi-weekly, Monthly]

**\*\*Total Cost:\*\*** [Total Amount]

Please ensure that access to the premises is provided during the scheduled time. If you have any specific instructions or areas that require special attention, feel free to let us know in advance.

For your convenience, we accept various payment methods, including [list accepted payment methods].

If you have any questions or need to make changes to your scheduled service, please contact us at [Your Phone Number] or [Your Email Address].

Thank you once again for choosing [Your Company Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]