

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

Dear [Recipient Name],

Subject: Proposal for Office Cleaning Services

I hope this message finds you well. I am writing to propose our professional office cleaning services to assist [Recipient Company Name] in maintaining a clean, sanitary, and inviting work environment for your employees and clients.

At [Your Company Name], we understand that a clean office space not only enhances the aesthetic appeal but also promotes a healthier workplace and improves productivity. Our team is dedicated to providing top-notch cleaning services tailored to meet your specific needs.

**\*\*Services Offered:\*\***

1. Daily/Weekly Cleaning
  - Dusting and wiping surfaces
  - Vacuuming and mopping floors
  - Cleaning and sanitizing restrooms
  - Emptying trash bins
2. Deep Cleaning
  - Carpet cleaning
  - Window washing
  - Upholstery cleaning
3. Specialty Services
  - Post-construction clean-up
  - Move-in/out cleaning
  - Sanitization services

**\*\*Our Approach:\*\***

- Trained and professional staff
- Eco-friendly cleaning products
- Flexible scheduling to accommodate your needs
- Quality assurance checks

**\*\*Pricing Overview:\*\***

Our pricing is competitive and based on the square footage of your office and the scope of services required. I would be happy to provide a detailed quote after discussing your specific cleaning requirements.

I would love the opportunity to discuss how [Your Company Name] can contribute to [Recipient Company Name]'s cleaning needs. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a consultation or if you have any questions.

Thank you for considering our services. I look forward to the possibility of working together to keep your office space clean and welcoming.

Warm regards,  
[Your Name]  
[Your Position]  
[Your Company Name]