

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

Dear [Cleaning Company Name or Contact Person's Name],
I hope this letter finds you well. I am writing to inquire about your cleaning services for [specify location, e.g., residential, commercial, etc.] in [City/Area]. We are looking for a reliable cleaning service to [briefly describe the specific cleaning needs, e.g., weekly cleaning, deep cleaning, office cleaning, etc.].

Could you please provide me with the following information?

1. A detailed list of services offered
2. Availability and scheduling options
3. Pricing structure (including any packages, if applicable)
4. Any discounts or promotions currently available
5. Your company's policies regarding supplies and equipment

Additionally, if possible, please include any client testimonials or references to help us evaluate your services.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]