

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the schedule for the cleaning services as discussed.

Service Start Date: [Insert Date]

Service Frequency: [Specify Daily/Weekly/Bi-Weekly/Monthly]

Time of Service: [Insert Time]

Please let me know if you have any questions or need further information regarding the cleaning service.

Thank you for your attention, and I look forward to your confirmation.

Best regards,

[Your Name]