

[Your Company Letterhead]

[Your Name/Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company/Organization Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

RE: LETTER OF ENGAGEMENT FOR CLEANING SERVICES

We are pleased to confirm our engagement to provide cleaning services for

[Client's Company/Location] as outlined below:

****Scope of Services:****

- Detailed description of cleaning services to be provided (e.g., daily, weekly, or monthly cleaning, specific tasks like dusting, vacuuming, sanitizing, etc.)

****Service Schedule:****

- Frequency and time of cleaning services (e.g., every Monday and Thursday from 8 AM to 12 PM)

****Duration of Engagement:****

- Start date: [Date]

- End date: [Date] (if applicable)

****Fees and Payment Terms:****

- Total fees for services: [Total Amount]

- Payment schedule (e.g., monthly, upon completion of services, etc.)

- Accepted payment methods

****Terms and Conditions:****

- Cancellation policy

- Liability coverage

- Confidentiality clause

- Any other relevant terms

Please confirm your acceptance of this engagement by signing and returning a copy of this letter by [Response Deadline]. We look forward to partnering with you to maintain a clean and pleasant environment at [Client's Company/Location].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

****Acknowledged and Accepted By:****

[Client's Signature]

[Client's Printed Name]

[Client's Title]

[Client's Company/Organization Name]

[Date]