

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the owner of [Your Company Name], a professional cleaning service dedicated to providing high-quality cleaning solutions for both residential and commercial spaces.

At [Your Company Name], we understand the importance of a clean and healthy environment. Our team of experienced and trained cleaning professionals utilizes eco-friendly products and modern techniques to ensure your space is sanitized, organized, and welcoming.

We offer a range of services including regular housekeeping, deep cleaning, office cleaning, and specialized services tailored to meet your specific needs. Our goal is to provide exceptional customer service while exceeding your expectations with our thorough and reliable cleaning solutions.

We would love the opportunity to discuss how we can assist you with your cleaning needs. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to schedule a consultation or to inquire further about our services.

Thank you for considering [Your Company Name]. We look forward to the possibility of working together to keep your space spotless!

Warm regards,

[Your Name]  
[Your Title]  
[Your Company Name]