

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Janitorial Cleaning Services

We are pleased to submit our proposal for professional janitorial cleaning services at [Company Name]. Our commitment to quality and customer satisfaction aligns with your company's needs for a clean and hygienic environment.

****Scope of Services****

- Daily cleaning of common areas, including restrooms, break rooms, and lobbies.
- Weekly deep cleaning services for office spaces.
- Monthly carpet and window cleaning.
- Trash disposal and recycling services.

****Proposed Schedule****

- Cleaning Frequency: [Daily/Weekly/Custom Schedule]
- Service Hours: [Specify Hours]

****Pricing****

Our competitive pricing structure is outlined below:

- [Service Description]: [Cost]
- Total Monthly Cost: [Total Amount]

****Why Choose Us?****

- Experienced and trained staff
- Eco-friendly cleaning products
- Customized cleaning solutions
- Reliable and consistent service

We would welcome the opportunity to discuss this proposal in detail and tailor our services to meet your specific needs. Please feel free to contact us at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]