

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

[Recipient's 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 represent [Your Company Name], a professional cleaning service dedicated to making your space shine.

We understand that maintaining a clean and organized environment can be challenging, especially with a busy lifestyle. That's why we offer tailored cleaning solutions to fit your specific needs, whether it be for your home or office.

Our services include:

- Residential Cleaning
- Commercial Cleaning
- Deep Cleaning
- Move-In/Move-Out Cleaning
- Customized Cleaning Plans

We pride ourselves on our attention to detail, eco-friendly products, and highly trained staff. As a token of appreciation for your consideration, we would like to offer you [mention any discount or special offer] on your first cleaning service.

Please feel free to reach out to us at [Your Phone Number] or [Your Email Address] to discuss how we can assist you in creating a cleaner and healthier space.

Thank you for considering [Your Company Name]. We look forward to the opportunity of serving you!

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]
[Website URL]