

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to introduce [Your Company Name], a professional cleaning service dedicated to providing high-quality cleaning solutions for both residential and commercial properties.

At [Your Company Name], we understand the importance of maintaining a clean and healthy environment. Our experienced team uses eco-friendly products and advanced cleaning techniques to ensure that every space is spotless and welcoming.

We offer a variety of services, including:

- General Cleaning
- Deep Cleaning
- Move-In/Move-Out Cleaning
- Office Cleaning
- Post-Construction Cleaning

We would love the opportunity to discuss how our cleaning services can meet your needs. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a consultation or to request a quote. Thank you for considering [Your Company Name]. We look forward to the possibility of working together.

Sincerely,

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