

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

Dear [Recipient Name],

Subject: Request for Quotation for Cleaning Services

I hope this message finds you well. We are currently seeking cleaning services for our facility located at [Facility Address], and we would appreciate a quotation for the required services.

The scope of cleaning includes:

- Daily office cleaning
- Restroom maintenance
- Carpet cleaning
- Floor care (sweeping, mopping, and waxing)
- Window cleaning

Please provide us with a detailed quotation including your pricing, available packages, and any additional services you may offer. We are looking for reliable and thorough cleaning services to maintain our work environment.

We would appreciate receiving your quotation by [Due Date]. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]