

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Janitorial Service Proposal

We are pleased to present our proposal for janitorial services to [Client's Company]. At [Your Company Name], we are committed to providing exceptional cleaning solutions tailored to meet the needs of your facility.

**\*\*Scope of Services:\*\***

1. Daily Cleaning

- Dusting and polishing surfaces
- Vacuuming carpets and mopping floors
- Cleaning restrooms and replenishing supplies

2. Weekly Services

- Window washing
- Deep cleaning of carpets
- Detailed kitchen cleaning

3. Monthly Services

- Floor stripping and waxing
- High dusting of vents and light fixtures

**\*\*Proposed Schedule:\*\***

- Frequency: [Daily/Weekly/Monthly]

- Time: [Specify time]

**\*\*Pricing:\*\***

- Total Monthly Estimate: \$[Amount]

- Payment Terms: [e.g., Net 30 days]

**\*\*Benefits of Choosing Us:\*\***

- Trained and professional staff
- Eco-friendly cleaning products
- Customizable service plans

We appreciate the opportunity to serve you and are confident that our services will enhance the cleanliness and overall appearance of your facility. Please feel free to contact us at [Your Phone Number] or [Your Email Address] to discuss this proposal further.

Thank you for considering [Your Company Name] for your janitorial needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]