

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Housekeeping Manager's Name]  
[Hotel/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Housekeeping Manager's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for the exceptional work done by your housekeeping team during my recent stay at [Hotel/Organization Name].

From the moment I arrived, I was impressed by the impeccable cleanliness and attention to detail evident in my room and throughout the facility. It is clear that your team takes great pride in their work, ensuring that all areas are maintained to the highest standards of cleanliness and comfort.

I would like to extend my gratitude to [specific housekeeper's name, if known] for their outstanding service. Their dedication and hard work did not go unnoticed, and I truly felt at home thanks to their efforts.

Thank you once again for the superb care and cleanliness that your team provides. I look forward to my next visit and will certainly recommend [Hotel/Organization Name] to others.

Warm regards,

[Your Name]