

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

Dear Housemates,

I hope this message finds you well. I wanted to take a moment to remind everyone about the importance of maintaining cleanliness and tidiness in our shared living space.

As we all contribute to the overall comfort of our home, it would be greatly appreciated if we could each make an effort to:

1. **Clean Up After Ourselves**: Please remember to wash your dishes, tidy up communal areas, and remove any personal items from shared spaces.

2. **Take Out the Trash**: Let's keep our living areas fresh by taking out the trash regularly. A good routine will help prevent any unpleasant smells or clutter.

3. **Share Responsibilities**: I suggest we create a cleaning schedule. This way, chores are fairly distributed and we all take part in keeping our home clean.

4. **Respect Each Other's Space**: Let's ensure that we are not leaving personal belongings in shared areas for extended periods.

By working together, I believe we can create a more pleasant living environment for everyone. Thank you for your cooperation!

Best regards,

[Your Name]