

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As we continue to share our living space, I wanted to take a moment to discuss some clean house etiquette that can help ensure our home remains a comfortable and welcoming environment for all of us.

1. ****Shared Spaces****: Please make sure to keep common areas such as the living room, kitchen, and bathroom tidy after use. This includes wiping down surfaces, washing dishes, and taking out the trash regularly.
2. ****Personal Areas****: While we all have our personal spaces, it would be great to keep them organized and clutter-free. This can help maintain a pleasant atmosphere in the house.
3. ****Cleaning Schedule****: It might be helpful to establish a cleaning schedule so that we can rotate responsibilities for deeper cleaning tasks, like vacuuming, dusting, and bathroom sanitation.
4. ****Respecting Each Other's Belongings****: Please be mindful of not using or moving each other's items without permission. This helps maintain respect for each other's personal space.
5. ****Communication****: If any issues arise related to cleanliness or if you have suggestions for improvement, please feel free to discuss it openly. Communication is key to living harmoniously.

Thank you for your attention to this matter. I'm looking forward to continuing to share our home in a respectful and considerate manner.

Best regards,

[Your Name]