

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

[Roommate's Name]
[Roommate's Address]
[City, State, Zip Code]
Dear [Roommate's Name],

I hope this message finds you well. As we've settled into our shared living space, I thought it would be helpful to outline our cleaning responsibilities to keep our home tidy and organized.

****Cleaning Responsibilities:****

1. ****Living Room****

- Dust surfaces and furniture (Weekly)
- Vacuum/mop floors (Weekly)
- Organize any shared items (Bi-weekly)

2. ****Kitchen****

- Wash dishes and put them away (Daily)
- Wipe down countertops and tables (Daily)
- Clean the refrigerator (Monthly)
- Take out the trash (As needed)

3. ****Bathroom****

- Clean toilet, shower, and sink (Weekly)
- Wipe down mirrors (Weekly)
- Restock toiletries (Monthly)

4. ****Bedrooms****

- Change bed linens (Bi-weekly)
- Dust surfaces (Monthly)
- Vacuum/mop floors (Monthly)

****Schedule:****

- [Person A] is responsible for cleaning the living room and kitchen on [Days].

- [Person B] will handle the bathroom and bedrooms on [Days].

By following this outline, we can ensure that our shared space remains clean and comfortable for everyone. Please feel free to suggest any changes or additions to the responsibilities.

Thank you for your cooperation!

Best,

[Your Name]
[Your Signature (if printed)]