

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule regular house cleaning services for my home. I would like to establish a cleaning routine that suits both our schedules.

Here are my preferences for the cleaning routine:

- **\*\*Frequency:\*\*** [e.g., Weekly, Bi-weekly, Monthly]
- **\*\*Preferred Days:\*\*** [e.g., Mondays, Wednesdays, Fridays]
- **\*\*Time of Day:\*\*** [e.g., Morning, Afternoon, Evening]
- **\*\*Specific Areas to Focus:\*\*** [e.g., Kitchen, Living Room, Bedrooms, Bathrooms]

Please let me know if the proposed schedule works for you or if you have any suggestions. I appreciate your assistance and look forward to working together to maintain a clean and comfortable home.

Thank you in advance for your help!

Best regards,

[Your Name]