

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

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

Dear [Recipient's Name],

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

Keeping our home tidy not only creates a more pleasant atmosphere but also promotes health and wellness for all of us. Please make sure to:

1. Dispose of trash properly and regularly.
2. Clean up after meals, including washing dishes and wiping down surfaces.
3. Keep personal belongings organized and stored away.
4. Vacuum and dust common areas as needed.

I appreciate everyone's cooperation in keeping our home clean and welcoming. If you have any suggestions or need assistance with specific tasks, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]