

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

[Housekeeper's Name]
[Housekeeping Service Name]
[Service Address]
[City, State, Zip Code]

Dear [Housekeeper's Name],

I hope this message finds you well. As a friendly reminder for our upcoming housekeeping schedule, I would like to highlight a few key tasks I appreciate you focusing on during your visits.

1. ****Living Room****: Please ensure to dust all surfaces, vacuum the carpet, and organize the cushions.
2. ****Kitchen****: Kindly clean all countertops, wipe down appliances, and ensure the sinks are spotless.
3. ****Bathrooms****: It would be great if you could scrub the toilets and sinks, as well as restock any necessary toiletries.
4. ****Bedrooms****: Please remember to change the linens, dust the furniture, and vacuum the floors.

If there are any changes or specific requests for this week, I will let you know ahead of time. Thank you for your continued hard work, and I look forward to seeing you on our scheduled day.

Warm regards,

[Your Name]