

[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],

Subject: House Cleaning Guidelines

I hope this letter finds you well. In an effort to maintain a clean and welcoming environment, I would like to outline some essential cleaning guidelines for our home.

1. ****Daily Cleaning Tasks****

- Wipe down kitchen surfaces after use
- Sweep and mop high-traffic areas
- Take out the trash

2. ****Weekly Cleaning Tasks****

- Dust all surfaces including shelves and furniture
- Vacuum carpets and rugs
- Clean bathrooms thoroughly (toilets, sinks, mirrors, etc.)

3. ****Monthly Cleaning Tasks****

- Deep clean kitchen appliances
- Wash windows inside and out
- Organize clutter in common areas

4. ****Special Instructions****

- Use environmentally friendly cleaning products whenever possible
- Pay special attention to areas that may require extra care, such as [specific areas/rooms].

5. ****Schedule****

- Please complete the daily tasks by [specific time]
- Weekly cleaning should be done on [specific day]
- Monthly deep cleaning tasks should be scheduled for the [first weekend/last week] of every month.

Thank you for your cooperation and commitment to keeping our home clean and organized. If you have any suggestions or need clarification on any of the tasks, please do not hesitate to reach out.

Kind regards,

[Your Name]