[Company Name]  
[Address]

Re. Introducing Our Services of Basic and Spring-Cleaning Packages  
  
Dear Sir/Madam,

This letter has been composed to introduce our business of providing cleaning services to all sectors. We work on formal agreements and contracts with the companies and residential administration. We also provide our services to the local government where they need cleaning services or more workforces for long and short terms depending on the necessity.

We necessitate our working policy with quality services, professional staff, and a strong team built with proper training sessions. Before sending a team for a specific service, we take some time for their training and appropriate grounding and tutoring over professional behaviors and codes of conduct to keep in view.

We keep the professional, dedicated, and honest staff that is trained to work according to the needs and requirements of the clients. We train and teach our staff members that how to behave and keep a composed demeanor in times of exigency or possible disruption.

In this age of technology, rush, and hustle we provide our services over one touch. We have launched our app with the name of LYX CLEANS and have also developed and updated our website [NAME]. We keep our customers and clients through ease and provide the service at the doorstep. We provide the following services in the cleaning section:

* Basic Cleaning
* Spring Cleaning
* Laundry (for residential services only)

We have also launched our new project which is WeClean. This project includes all the cleaning services to the commercial sector at specified and negotiable rates. We connect with our clients through email and text messages. We send our team who analyze your number of floors and the service-needed area and then negotiate the other things related to quality and rates including packages. We provide cheaper rates than the general market rates. We are first to introduce the packages for the cleaning services because we have a mission to keep our customers and clients at ease and let no opportunity go without making good business cooperation possible.

For more details, you can visit our website or call us at +[X]. To enquire about our cleaning packages please dial +[X]. Thank you.

Regards

LYX Cleaning Services Providers  
23-H Kim Stone Road, New York, New York.