[Company Name]  
[Address]

Re. Proposal on Providing Services for Commercial Cleaning Contract

Dear Sir/Madam

This letter serves as a request/cover letter for the contract of cleaning services. We provide services in most of the commercial sectors. We provide cleaning services on both residential and commercial terms. We have a professional and dedicated staff for the offices, shopping malls, and luxury hotels. Our services extend to the lay-by areas and to the educational institutes.

Our service providence methodology is different from the market as we train our staff according to the specific area of work. We train them and conduct special sessions after gaining enough analysis and ideas for the working area. If our service is being provided to the educational institutes, we train our staff accordingly to develop a good sense of communication and a standard code of conduct. We also track their demeanor by asking for continuous feedback from our clients.

We have attached a copy of our packages provided for the cleaning services in your office. Our packages are patterned according to the demands made by the clients. We structure our packages per square meter, square feet, floors, number of rooms, and other different instruments. We request you to consider our services as we offer the services at considerably cheaper rates than the market by keeping the quality in work.

Please write to us for further details at [email] or call us at +[X] to fulfill any other queries. Thank you.

Regards

S-Clack Services  
34A Chief Avenue, Lockhart Heights, New York, New York, USA