[Company Name]  
[Address]

Re. Introducing the Cleaning Services of the PRO-Serve Services Providers

Dear Michael,

We are sending business introductions to the new offices in the town to help and facilitate them in getting what they possibly need. We the Pro-Serve Services Providers do not distribute our services blindly; in fact, we take a detailed note of what can be the best for a specific client.

We observe and analyze the area where the service is needed and then we yield a team that can work the best. We focus on the personal training and development of the personalities of our staff member so that they can be a good addition to the working environment of the places where are recruited.

We have expertise in basic cleaning, deep/spring cleaning, laundry (of curtains and others), polishing, disinfecting, and maintaining a germs-free and neat ambiance. We make sure to make the workplace unpolluted and germs-free through sanitizing cleaning and using disinfectants. We also provide different packages in our formal agreements or contracts depending on the amount of workforce demanded/needed. We also provide services on exigency which carries a similar quality.

You can contact us via email or telephone number for bookings or appointments. You can also visit our website (www.proserve.com) to investigate the quality and portfolios. Do not hesitate in writing to us at [email] or ring us at +[X]. Thank you.

Regards

Team Proserve  
Service Providers  
901-D, 7th Floor, Loch-Sky Heights, New York, New York 54000