

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Tenant Turnover and Maintenance Services

Dear [Contact Person Name or Manager],

I am writing to inquire about the services your company provides regarding tenant turnover and property preparation. I currently own/manage a rental property located at [Property Address] and am looking for professional assistance to streamline the transition between tenants.

I am specifically interested in learning more about your services for:

- Deep cleaning and sanitization.
- Interior painting and drywall repair.
- Lock re-keying or replacement.
- General maintenance and minor repairs.
- Final move-out and move-in inspections.

Could you please provide a list of your standard turnover packages or an hourly rate sheet for these services? Additionally, I would like to know your typical lead time for starting a project and the average duration to complete a full turnover for a [Number of Bedrooms] bedroom unit.

Please let me know what information you require from my end to provide a formal quote. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]