[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Property Manager/Tenant Name]
[Company Name]
[Property Address]
[City, State, Zip Code]

Subject: Routine Cleanliness and Maintenance Request - [Unit Number/Property Name]

Dear [Name],

I am writing to formally request an update regarding the routine cleaning and maintenance of the commercial premises located at [Address].

To ensure the professional appearance and safety of the property, please address the following areas:

- [Area 1: e.g., Common area floor buffing]
- [Area 2: e.g., Exterior window cleaning]
- [Area 3: e.g., Waste removal and bin sanitization]
- [Area 4: e.g., Restroom deep cleaning]

We request that these tasks be completed by [Date]. Please let us know if there is a scheduled cleaning rotation we should be aware of, or if you need to coordinate access to specific areas of the building.

Maintaining a high standard of cleanliness is essential for our operations and for the comfort of all occupants and visitors. We appreciate your prompt attention to this matter.

Sincerely,

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