[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Request for Post-Construction Cleaning and Debris Removal

Dear [Name of Contractor or Project Manager],

I am writing to you regarding the construction project recently completed at [Property Address] under the contract dated [Contract Date].

While the structural work has reached completion, the property currently remains in an unsatisfactory state due to construction debris and dust. Specifically, the following areas require immediate attention:

- [Area 1: e.g., Removal of leftover lumber and concrete bags from the backyard]
- [Area 2: e.g., Deep cleaning of interior floors and windows to remove drywall dust]
- [Area 3: e.g., Clearing of hazardous nails and metal scraps from the driveway]
- [Area 4: e.g., Removal of protective plastic and tape from fixtures]

As per our agreement, the site should be left in a "broom-clean" and safe condition. I request that your team returns to the property to perform a final thorough cleaning no later than [Date].

Please contact me at [Your Phone Number] to confirm when the cleaning crew will arrive. I look forward to finalizing this project so the property can be fully utilized.

Sincerely,

[Your Signature]

[Your Printed Name]