

[Your Name/Contact Person]
[Your Company Name]
[Your Business Address]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Property Management Company Name]
[Company Address]

RE: Application for Preferred Vendor Status - Commercial Cleaning Services

Dear [Recipient Name],

I am writing to formally express interest in applying for preferred vendor status with [Property Management Company Name]. Having monitored the high standards of your commercial property portfolio, [Your Company Name] is eager to provide professional cleaning and maintenance services to support your operations.

[Your Company Name] specializes in comprehensive commercial cleaning, including janitorial services, floor maintenance, window washing, and post-construction cleanup. We understand that maintaining a pristine environment is critical for tenant retention and property value.

Our commitment to excellence includes:

- Fully licensed, bonded, and insured operations.
- Environmentally friendly cleaning products and advanced equipment.
- A rigorous quality control and inspection process.
- Flexible scheduling to avoid disruption to commercial tenants.
- Competitive pricing structures tailored for property management partnerships.

I have attached our company profile, a list of current references, and proof of insurance for your review. We would welcome the opportunity to undergo any formal vetting process required to join your preferred vendor list.

Thank you for your time and consideration. I look forward to the possibility of collaborating with your team.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]