

[Your Name]
[Your Job Title]
[Company Name]
[Date]

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

Subject: Request for Bulk Cleaning Service Rates

Dear [Contact Person Name],

I am writing to you on behalf of [Company Name]. We currently manage a portfolio of [Number] properties located in [General Area/City].

We are looking for a reliable cleaning partner to handle recurring services across our portfolio. Given the volume of work we anticipate, we are interested in establishing a long-term partnership based on bulk pricing or discounted contract rates.

Our requirements typically include:

- Standard move-out/turnover cleanings
- Deep cleaning for new acquisitions
- Common area maintenance for multi-family units
- Post-construction cleaning (as needed)

Please provide a formal quote or a price list detailing your bulk rates for these services. Additionally, please include information regarding your team's availability and your current insurance coverage.

We would like to receive this information by [Date]. If you have any questions or would like to schedule a walkthrough of one of our properties, please contact me at [Phone Number] or [Email Address].

Thank you for your time and we look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]