

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Cleaning Company Name]

[Company Address]

Subject: Request for Corporate Pricing - Commercial Cleaning Services

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to request a formal proposal and corporate pricing for commercial cleaning services. We are currently reviewing our facility management requirements for our commercial real estate portfolio located in [City/Area].

We are interested in establishing a long-term partnership and would like to receive a quote based on the following details:

- **Property Type:** [e.g., Office Building, Retail Space, Medical Facility]
- **Total Square Footage:** [Insert Area]
- **Frequency of Service:** [e.g., Daily, Weekly, Bi-weekly]
- **Scope of Work:** [e.g., General cleaning, floor maintenance, window washing, sanitization]

Given the scale of our operations, we are looking for competitive corporate rates or volume-based discounts. Please include a detailed breakdown of your pricing structure, along with information regarding your insurance coverage and staff certifications.

If you require a site visit to provide a more accurate estimate, please let me know, and we can schedule a time next week.

We look forward to receiving your proposal by [Insert Date]. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]