

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

[Date]

[Recipient Name]
[Cleaning Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Ongoing Multi-Property Cleaning Service Rates

Dear [Recipient Name],

I am writing to request a formal price quote for professional cleaning services for a portfolio of properties managed by [Your Company Name]. We are seeking a reliable partner for an ongoing contract to maintain high standards across multiple locations.

The scope of work involves [Number] properties located in [General Area/City]. The types of properties include:

- [Property Type 1: e.g., Residential Apartments]
- [Property Type 2: e.g., Commercial Office Spaces]
- [Property Type 3: e.g., Vacation Rentals]

We require the following services on a [Weekly/Bi-Weekly/Monthly] basis:

- General cleaning of common areas and individual units.
- Window cleaning and floor maintenance.
- [Additional Service: e.g., Deep cleaning between tenancies].
- [Additional Service: e.g., Restocking of essential supplies].

Could you please provide a detailed rate sheet or a customized proposal that includes:

- Standard rates per property or per square foot.
- Any discounted rates available for multi-property contracts.
- A breakdown of what is included in your standard cleaning package.
- Availability and lead time for scheduling.

Please let us know if you require a site visit to any of the locations to provide a more accurate estimate. We would appreciate receiving your proposal by [Date].

Thank you for your time and we look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]