

Housekeeping Service Policy Updates

Date: [Insert Date]

Dear Valued Clients,

We hope this message finds you well. We are writing to inform you of important updates to our housekeeping service policies, effective [Insert Effective Date]. These changes are designed to enhance your experience and ensure the highest standards of service.

Updated Policies:

- **Service Hours:** Our new service hours will be [Insert Service Hours].
- **Cancellation Policy:** Please note that cancellations must be made at least [Insert Cancellation Notice Period] in advance.
- **Surcharge for Additional Services:** A surcharge will be applied for special requests outside the standard service package. Please inquire for details.
- **Health and Safety Measures:** We continue to prioritize your safety and will maintain [Insert Health and Safety Measures].

We appreciate your understanding and cooperation as we implement these updates. If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]