

Housekeeping Services Proposal for Special Event Preparation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for considering our housekeeping services for your upcoming special event on [Event Date]. We are excited to assist you in preparing for this important occasion.

We offer a comprehensive range of services to ensure your venue is pristine and welcoming for your guests. Our proposed services include:

- Thorough cleaning of all event areas
- Set up and arrangement of tables and seating
- Restroom sanitation and supply replenishment
- Post-event cleanup
- Customized requests based on your needs

Our team of experienced professionals will work efficiently to provide exceptional service tailored to your requirements. We can ensure that all tasks are completed timely, allowing you to focus on enjoying your event.

The total cost for our services is [Insert Price]. This includes all materials, equipment, and labor. We are happy to discuss any additional requests you may have.

To confirm your booking or if you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address]. We look forward to helping you make your event a great success!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]