

# Carpet Cleaning Scheduling Request

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining the quality of our living spaces, we have scheduled a carpet cleaning for the units in the building.

We would like to arrange a suitable time for your unit to be cleaned. Please let us know your availability for the following dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

It is important that we receive your preference by [Response Deadline Date], so we can confirm appointments accordingly.

Thank you for your cooperation. We appreciate your assistance in keeping our community clean and welcoming.

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company]