

Vendor Service Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our proposal for cleaning services tailored for [Company Name]. At [Your Company Name], we pride ourselves on delivering top-quality cleaning solutions that meet the unique needs of our clients.

Our Services Include:

- Daily Office Cleaning
- Carpet and Upholstery Cleaning
- Window Washing
- Post-Construction Cleaning
- Special Event Clean-Up

Why Choose Us?

- Experienced and trained staff
- Eco-friendly cleaning products
- Flexible scheduling options
- Competitive pricing

Pricing Structure

We offer customized pricing based on your specific requirements. Please find attached a detailed quotation for your review.

We are committed to providing excellent customer service and ensuring your space is clean and welcoming for your employees and clients alike.

Please feel free to reach out to us at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss this proposal further.

We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]