

# Cleaning Service Contract Expiration Notice

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, ZIP]

Dear [Client's Name],

We hope this message finds you well. This is to formally notify you that your cleaning service contract with us, dated [Contract Start Date], is set to expire on [Contract Expiration Date].

We appreciate the opportunity to serve you and want to ensure that you have all the necessary information regarding your contract expiration. Should you wish to renew or discuss your cleaning service options, please do not hesitate to reach out to us at your convenience.

Thank you for choosing [Your Company Name]. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]