

# End-of-Contract Communication

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We hope this message finds you well. We are writing to inform you that the cleaning service contract between [Your Company Name] and yourself is set to conclude on [Contract End Date].

We want to take this opportunity to thank you for trusting us with your cleaning needs. It has been a pleasure serving you and maintaining your space.

As we approach the end of the contract, we would like to discuss any final arrangements or feedback regarding our services. Please let us know if you would like to extend your contract or if there's anything further we can do for you before the end date.

Should you have any questions or require assistance, feel free to contact us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]