

Common Area Maintenance Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to submit our proposal for the maintenance of the common areas at [Property/Location Name]. We understand the importance of maintaining these spaces to ensure a clean, safe, and enjoyable environment for all residents and visitors.

Scope of Work

- Regular cleaning of common areas (lobbies, hallways, etc.)
- Landscaping and lawn care
- Lighting maintenance
- Trash removal and waste management
- Seasonal decorations and upkeep

Proposed Schedule

We propose a maintenance schedule as follows:

- Daily cleaning and trash removal
- Weekly landscaping services
- Monthly inspection of lighting and facilities

Cost Estimate

The estimated cost for the services outlined would be [insert cost]. This includes all materials, labor, and equipment needed to maintain the common areas effectively.

We would appreciate the opportunity to discuss this proposal further and answer any questions you may have. Thank you for considering our services. We look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]