

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Maintenance Service Provider's Name]

[Provider's Company Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Maintenance Service Provider's Name],

I hope this message finds you well. I am writing to inquire about your maintenance services for our school premises located at [School Address]. We are looking to ensure that our facilities are well-maintained and in safe condition for our students and staff.

Specifically, we would like to discuss the following services:

- Routine cleaning and maintenance
- Repairs for plumbing and electrical issues
- Grounds keeping and landscaping
- Periodical inspection and preventive maintenance

Please provide information regarding your availability, pricing, and any other relevant details about your services. We are eager to establish a professional relationship with your company to support the maintenance of our school.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[School Name]