

Request for Customized Housekeeping Services

Date: [Insert Date]

To: [Housekeeping Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request customized housekeeping services for my home located at [Your Address]. I am looking for a tailored plan that suits my specific needs.

Details of the required services are as follows:

- Frequency of service: [e.g., Weekly, Bi-weekly]
- Specific areas to focus on: [e.g., Kitchen, Bathrooms, Living Room]
- Additional services required: [e.g., Laundry, Organizing, Deep Cleaning]
- Preferred dates and times: [e.g., Mondays after 3 PM]

Please let me know if you can accommodate this request and provide a quote for the services mentioned above. You can reach me at [Your Phone Number] or [Your Email Address].

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

Best regards,

[Your Name]

[Your Address]

[Your Contact Information]