

# Housekeeping Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Service Provider's Name]

[Service Provider's Company]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about your housekeeping services for my home located at [Your Address]. I would like to know more about the services you offer, availability, and pricing.

Specifically, I am interested in the following:

- Frequency of service (weekly, bi-weekly, etc.)
- Specific tasks included (cleaning, laundry, etc.)
- Rates and any packages available
- Your cancellation policy

I would appreciate a prompt response so I can make an informed decision. Thank you for your assistance.

Best regards,

[Your Name]