

Housekeeping Arrangement Letter

Date: **[Insert Date]**

To: **[Housekeeper's Name]**

Address: **[Housekeeper's Address]**

Dear **[Housekeeper's Name]**,

I hope this message finds you well. I am writing to confirm our regular housekeeping arrangement as discussed. Below are the details:

Schedule:

Days: **[Insert Days]**

Time: **[Insert Time]**

Responsibilities:

- Clean and organize living areas
- Dust and wipe surfaces
- Vacuum and mop floors
- Manage laundry tasks

Compensation:

Payment: **[Insert Payment Details]** per visit.

Should you have any questions or need to discuss this arrangement further, please feel free to contact me at **[Your Contact Information]**.

Thank you for your assistance, and I look forward to working with you.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]