

# Letter of Presentation for Maintenance Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are thrilled to present our maintenance services, specifically designed to support non-profit organizations like yours. Our mission is to ensure that your facilities operate smoothly and efficiently, allowing you to focus on your core mission.

Our services include:

- Routine maintenance and inspections
- Emergency repair services
- Facility management consulting
- Specialized cleaning services

We understand that non-profit organizations often work with limited budgets, and we are committed to providing affordable solutions that meet your unique needs. We would love the opportunity to discuss how we can assist your organization in maintaining a safe and welcoming environment for your staff and the communities you serve.

Please feel free to reach out to schedule a meeting or for any further information.

Thank you for considering our services. We look forward to the possibility of partnering with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]