

# Maintenance Services Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

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

We appreciate the opportunity to present you with this proposal for maintenance services tailored to your commercial facilities. Our company, [Your Company Name], specializes in providing comprehensive maintenance solutions that ensure your facilities operate smoothly and efficiently.

## **Proposed Services:**

- Routine Inspections and Assessments
- HVAC Maintenance and Repair
- Plumbing Services
- Electrical Maintenance
- Landscaping and Grounds Upkeep
- Emergency Repairs
- Janitorial Services

## **Proposed Schedule:**

We recommend the following schedule for our maintenance services:

- Weekly Inspections
- Monthly Service Checks
- Quarterly Deep Cleaning

## **Pricing:**

Our proposed pricing for the above services is as follows:

[Insert Pricing Details]

## **Conclusion:**

We are committed to providing you with exceptional service and support. Please feel free to reach out with any questions or to discuss this proposal further. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]