

Property Maintenance Engagement Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the engagement of [Recipient Company Name] for property maintenance services at [Property Address]. This letter outlines the terms of our agreement.

Scope of Services

The services to be provided include, but are not limited to:

- Routine maintenance checks
- Repairs as necessary
- Landscaping and cleaning services
- Emergency services

Fees and Payment

The fee for the above services will be [Insert Fee Structure]. Payment is due [Insert Payment Terms].

Term and Termination

This agreement will commence on [Start Date] and will remain in effect for [Duration]. Either party may terminate this agreement with [Notice Period] written notice.

By signing below, both parties agree to the terms outlined in this letter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]