[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Address]

Subject: Intended to deal with cleaning services

To

[The Recipient]

Dear Skyrockets,

It is intimated to you that our deal about cleaning your company’s building shall take effect from Monday. According to the contract, One Stop Cleaning Solutions is obliged to clean and scrub the surface, vacuuming the carpets, and hygiene the kitchen, offices, and all appliances within the premises of the building.

The schedule of these services is 7-working days, Monday to Sunday from 9 am to 5 pm. All the tools and equipment necessary for the above-mentioned tasks will be provided by One Stop Cleaning Solutions.

Skyrockets withhold the powers to change the scope of the agreed services within 3-working days. If you find out services of not the quality or have any relevant complaint, please feel free to contact Mr. Wolf at [X] or [website] during the work hours and he shall cater to your displeasure.

All the necessary details about the pricing of each service and its length are given in the attached document. Our contract shall remain intact throughout the whole period (mention the start and end date) until the discontinuation of this project.

Sincerely,  
Signature: One Stop Cleaning Solutions   
Signature: Skyrockets