

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Property Manager Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Property Manager Name],

I am writing to introduce [Company Name], a professional window cleaning service specializing in commercial properties. We help local businesses maintain a professional image by ensuring their storefronts and office windows are spotless and streak-free.

Our services for commercial clients include:

- Interior and exterior window cleaning
- Screen and track cleaning
- Hard water stain removal
- Flexible scheduling (monthly, quarterly, or bi-annual)
- Fully insured and safety-compliant operations

We understand that the appearance of your facility at [Property Name/Address] is a priority. We would like to offer you a free, no-obligation estimate for a customized maintenance plan that fits your budget and schedule.

I will follow up with your office next week to see if you have any questions. Alternatively, you can reach me directly at [Phone Number] to schedule a brief walk-through.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]