

[Your Name/Company Name]
[Your Phone Number]
[Your Email Address]
[Your Website]

[Date]

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

Dear [Recipient Name],

I am writing to offer our professional window cleaning services for your property at [Property Address]. We specialize in both interior and exterior window washing to ensure your home or business looks its best.

Our comprehensive service includes:

- Detailed hand-cleaning of all exterior glass surfaces.
- Careful cleaning of interior windows and glass partitions.
- Wiping down of all window sills and frames.
- Cleaning of screens and removal of cobwebs.
- Removal of hard water spots and debris.

We use eco-friendly cleaning solutions and professional equipment to provide a streak-free finish every time. Whether you need a one-time deep clean or a recurring maintenance schedule, we are happy to provide a free, no-obligation estimate.

Please contact us at [Your Phone Number] or [Your Email] to schedule a viewing or to discuss your specific needs.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Company Name]