

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Request for Proposal (RFP) for Janitorial and Cleaning Services**

Dear [Contact Person Name],

[Your Company Name] is currently seeking proposals from qualified contractors to provide professional janitorial and cleaning services for our facility located at [Facility Address].

**1. Scope of Work**

The selected contractor will be responsible for general cleaning tasks, including but not limited to:

- Trash removal and recycling
- Vacuuming, mopping, and floor maintenance
- Restroom cleaning and sanitization
- Dusting of workstations and common areas
- Window cleaning (interior/exterior)

**2. Service Schedule**

Services are required [Number] days per week, specifically on [Days of the week], during the hours of [Time range].

**3. Proposal Requirements**

Please include the following in your submission:

- Company profile and years of experience
- Detailed monthly and annual pricing
- Proof of insurance and bonding
- List of three professional references
- Safety and green cleaning protocols

**4. Submission Deadline**

All proposals must be submitted no later than [Date] at [Time]. Please send your proposal via email to [Email Address] or by mail to the address listed above.

**5. Site Visit**

A walk-through of the facility is scheduled for [Date] at [Time]. Please contact [Name] at [Phone Number] to confirm your attendance.

We look forward to reviewing your proposal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]