|  |  |  |
| --- | --- | --- |
|  |  | **FROM**[Your name][Your flat number][Address] |
|  |  |  |
| **TO**[Name][Flat number][Address] |  | [Date] |
|  |  |  |

**Communal agreement reached**

**for stair cleaning at [your building address]**

Dear Neighbour,

We have now reached a majority decision on setting up the stair cleaning with **Capital Stair Services**. Here is the quote again:

|  |  |  |
| --- | --- | --- |
| **Service** | **Description** | **Cost** |
| Regular stair cleaning every [frequency] |  | £[cost]/month per flat |
|  |  |  |

The cleaning will commence on the [insert date here]. You should all receive your first invoice following this by email or letter. If you have not provided your name and address, you can send this on to me at:

* [your@emailaddress.com] or
* put a note through my door at [your flat number]

Thank you very much for your help on this, and I am sure you are all looking forward to a cleaner building!

Yours sincerely,

[Your Name]

[Flat number]