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

**Communal stair cleaning**

**at [your building address]**

Dear Neighbour,

I want to get **Capital Stair Services** to clean our communal areas. They have provided us with the following quote:

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

I think this is great value for money, and they have great reviews on **Google** and **Edinburgh Trusted Trader**.

While it is the owner of each property that is ultimately responsible, the stair cleaning is usually delegated to the tenant, so if you are renting, you should check this with your landlord or agency.

If you agree, please let me know with your **name and email address** (for billing), or if you have any further questions, you can:

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

Yours sincerely,

[Your Name]

[Flat number]