Dear **Ms. Mary Ellen**,

Good day!

Thank you for allowing us to visit and survey your residential building. After detailed evaluation and consultation with your team, we propose the following services as mentioned in the attached document.

We are very confident that if you provide us with an opportunity to serve you, we can guarantee you complete peace of mind from day to day operational tasks. Our team of maintenance staff will ensure a high level of customer satisfaction. Our staff is also well trained to handle emergency situations. We will implement proven industry standards of maintenance at your building.

I have also attached with this letter our standard maintenance contract that you can review. This contract can be further tailored to fit your requirements. We look forward to a favorable reply. Kindly let us know if you have any questions or queries. We will answer it at the earliest.

Regards,

**Jane Doe**

**Senior Executive**, **Alan Corp.**