# Sales Letter of Introduction

**CLEAR CLEAN SOLUTIONS**

**NEW YORK, 20010-3102**

**UNITED STATES OF AMERICA**

Dear valued Business Owner

Thank you for taking the time to review our Clear Clean Solutions services introduction letter. I am looking forward to meeting with you soon to discuss customized services that fit your needs. Clear Clean Solutions is a family-owned business, and we provide more than just the usual office cleaning. We maintain a clean and wonderful environment, including carpet cleaning, strip and wax, and hard floors maintenance. We have been in the cleaning business for more than 20 years, and we guarantee high-quality services every time you use our services.

We strive to make sure that all routine areas and the ones requested are cleaned thoroughly. We also put our focus on specific areas mostly overlooked by a lot of cleaning services, where harmful microorganisms tend to accumulate. These areas include doors, phones, light switches, and door handles and other areas which may come in direct contact with people. Picture frames, furniture, and file cabinets tops are wiped and dusted clean.

Clear Clean Solutions strives to meet your needs by going the extra mile. It is essential for us to maintain our reputation. Therefore, we adhere to our code. We are sure that you will be pleased with our services and the high quality of our work. Because we are very confident in our services, we will not bind you by any written contract. Instead, we will agree on cleaning specifications, scheduling, and, prices and you can cancel this agreement at any time if you’re not satisfied with our services. Our price is fixed for the entire full year. Please be assured that Clear Clean Solutions will do all the services per your specifications. We don’t cut corners while doing the cleaning services because we take pride in the quality of work we do.

For as little as $100, you can have your offices clean and hygienic, without leaving behind the awful odor of chemical cleaners. We care about the environment and use only the appropriate cleaning methods to ensure that you and your staff are not exposed to any harmful cleaning products.

Sometimes, providers of cleaning services forget or don’t put in the effort required to clean according to your specifications. Get rid of such situations because your company’s image is affected by the physical appearance and cleanliness of your offices. Clear Clean Solutions understands your position and will do the best job. Attached is a list of the services we provide. We are sure that you will find all the things you are looking for. If you would like to have more details, we will be more than happy to speak with you regarding these services. Just contact us at 222-2222 or email us for a free estimate. Get your offices cleaned and do your part to save the environment. We are looking forward to offering our services to you in the future.

Sincerely   
Andrew Bowler

CEO and President