**[Name]**

100 Broadway Lane, New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Facilities Manager,

I am writing this letter to recommend the services of the Silver Brite Cleaning Company. I have been using Silver Brite for more than three years and they consistently do a great job in my office building. Their employees are professional, punctual and thorough. In addition, Sliver Brite has great rates and a range of options that allows me to select only the services that I need.

In my workplace, my employees and co-workers like to celebrate special occasions, especially birthdays. We have a party in our cafeteria practically every week, meaning a sizable mess that needs to be picked up before the next workday. Silver Brite staff members take all of the extra cleaning in stride, keeping our working environment pleasant and fresh every single day.

Silver Brite will tackle more specialized tasks as well, from packing and unpacking offices to detailing executive boardrooms, saving me the hassle of trying to find a different company to handle occasional jobs. Most importantly, I have never been anything less than completely satisfied by the work that Silver Brite has done, so I confidently recommend them for all of your office cleaning needs.

Sincerely,

Wanda Wright