

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Aquarium Cleaning Services

I hope this letter finds you well. I am writing to request cleaning services for my aquarium located at [specific location or address]. The aquarium is approximately [size or volume] and contains [type of fish/plants, if applicable].

Due to [mention any specific concerns, e.g., algae build-up, water clarity issues, etc.], I believe it is time for a thorough cleaning and maintenance session. I would greatly appreciate your expertise in ensuring the aquarium is in prime condition for the well-being of its inhabitants.

Please let me know your availability for scheduling this service, as well as any costs associated with the cleaning. If possible, I would prefer an appointment on [suggest a date or time], but I am open to other options that may work better for your schedule.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]