

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Aquarium Maintenance Request

I hope this letter finds you well. I am writing to formally request maintenance services for the aquarium located at [specific location].

The maintenance is needed due to the following issues:

- [Issue 1: e.g., water clarity problems]
- [Issue 2: e.g., equipment malfunctions]
- [Issue 3: e.g., algae growth]

I would appreciate it if you could schedule a maintenance visit at your earliest convenience. Please let me know of any available dates and times that work for you.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]