

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

Dear [Recipient's Name],

Subject: Aquarium Maintenance Request

1. Introduction

- Briefly introduce yourself and your connection to the aquarium.

2. Purpose of the Letter

- Clearly state that you are requesting maintenance for the aquarium.

3. Details of the Aquarium

- Specify the location of the aquarium.
- Describe the type of aquarium (size, freshwater/saltwater, etc.).

4. Description of Issues

- List the specific maintenance issues (e.g., water quality, equipment malfunction).

5. Urgency of Maintenance

- Explain why timely maintenance is important for the health of the aquarium and its inhabitants.

6. Request for Action

- Request a visit to assess the situation and perform necessary maintenance.

7. Closing

- Express appreciation for their attention to the matter.
- Provide your contact information for follow-up.

Sincerely,

[Your Name]