

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Service Provider's Name],  
I hope this letter finds you well. I am writing to request aquarium maintenance services for my aquarium located at [Your Address].

Details of the aquarium are as follows:

- Size of aquarium: [dimensions]
- Type of fish and plants: [list types]
- Last maintenance date: [date]

I would like to schedule a maintenance appointment to include the following services:

- Water quality testing
- Cleaning and algae removal
- Filter and equipment check
- General health assessment of fish and plants

Please let me know your availability for the maintenance visit, as well as an estimate of the costs involved.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,  
[Your Name]