

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

Dear [Recipient Name],

I hope this letter finds you well. I am reaching out to inquire about your professional aquarium maintenance services. As the owner of [mention type of aquarium, e.g., a freshwater aquarium, saltwater aquarium, etc.], I understand the importance of maintaining a healthy and balanced environment for my aquatic life.

I would like to request information regarding your services, including:

1. Maintenance schedules (weekly, bi-weekly, etc.)
2. Types of maintenance provided (water changes, equipment checks, algae control, etc.)
3. Pricing structure for various service packages
4. Experience with aquatic species specific to my setup

I am particularly concerned about [mention any specific issues or requirements, such as algae growth, fish health, or equipment troubleshooting], and I would appreciate any recommendations you may have.

Please let me know a convenient time for us to discuss this further. I am eager to ensure the best care for my aquarium and look forward to hearing from you soon.

Thank you for your assistance.

Sincerely,

[Your Name]