

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

Dear [Service Provider's Name],

Subject: Inquiry for Aquarium Maintenance Services

I hope this letter finds you well. I am writing to inquire about the aquarium maintenance services that your company offers. I currently have an aquarium setup at my residence, and I am looking for a reliable service provider to help me with regular maintenance tasks, including water quality testing, thorough cleaning, and fish care.

Could you please provide me with information regarding the following:

1. Services offered and pricing
2. Frequency of maintenance visits
3. Qualifications and experience of your staff
4. Availability for scheduling

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]