

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

Dear [Client's Name],

I hope this letter finds you well. I am writing to confirm our scheduled aquarium maintenance for [date and time]. As part of our service, I will be performing the following tasks:

1. Water quality testing (pH, ammonia, nitrites, nitrates, etc.)
2. Water change (specify percentage)
3. Cleaning of tank walls and decorations
4. Filter maintenance
5. Inspection of fish health
6. Feeding routine (if applicable)

Please ensure that the aquarium is accessible and that any pets are secured during my visit. If you have any specific concerns or additional requests, feel free to let me know prior to the appointment.

Thank you for trusting me with your aquarium's care. I look forward to continuing to provide you with quality maintenance services.

Best regards,

[Your Name]  
[Your Company Name]  
[Your Company Website (if applicable)]