

[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 am writing to request aquarium care services for my home aquarium located at [Your Address]. I am seeking assistance in maintaining the health and appearance of my aquarium, which currently houses [describe the type of fish or aquatic life].

Specifically, I would like the following services:

1. Regular water testing and treatment
2. Cleaning and maintenance of the aquarium
3. Feeding and care for the fish
4. Monitoring for any signs of illness or distress

I would appreciate it if you could provide me with your service packages, pricing, and availability. Please let me know if you need any additional information regarding my aquarium setup.

Thank you for your attention. I look forward to your prompt response.

Sincerely,  
[Your Name]