

[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 writing to request a cleaning service for my aquarium located at [specific location or address]. The aquarium requires thorough cleaning to maintain the health of its inhabitants and the overall aesthetic appearance.

I would appreciate it if you could provide your availability and pricing for the cleaning service. Additionally, if possible, please include any recommendations you may have for ongoing maintenance.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position/Title (if applicable)]