

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

Dear [Recipient's Name],

I am writing to request a professional cleaning service for my aquarium located at [your aquarium's address]. The tank has not been cleaned recently, and I require assistance to ensure it is maintained properly. The aquarium specifications are as follows:

- Size: [X gallons/liters]
- Type of fish: [List any specific types of fish or plants]
- Last cleaning date: [Date of last cleaning if applicable]

I would appreciate it if you could provide available dates and a quote for the cleaning service. If you need any further information, please feel free to reach out to me at [your phone number] or [your email address].

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

Sincerely,
[Your Name]