

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request maintenance services for the aquarium located at [specific location or address of the aquarium].

Due to [briefly describe the issue, e.g., "increased algae growth", "water clarity problems", "equipment malfunction"], I believe that professional maintenance is necessary to ensure the health of the aquatic life and the overall condition of the aquarium.

I would appreciate it if you could schedule a visit at your earliest convenience to assess the situation and provide the necessary maintenance.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]