

[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 hope this message finds you well. I am writing to inquire about your aquarium maintenance services. I currently have an aquarium [briefly describe your aquarium details, e.g., size, type of fish, etc.] and I am interested in finding a reliable service to help maintain its cleanliness and health.

Could you please provide me with information on the following:

1. The range of services you offer (e.g., water changes, filter maintenance, algae removal, etc.)
2. Your pricing structure and any packages available
3. Availability for regular maintenance visits
4. Any specializing in [specific types of aquariums or fish, if applicable]

Thank you for your assistance. I look forward to your prompt response and hope to establish a long-term service arrangement.

Best regards,

[Your Name]