

[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 for my [type of aquarium, e.g., freshwater/saltwater tank] at my home/business located at [address/location].

I am interested in understanding the routine maintenance options you offer, including water quality testing, cleaning, and any other services that may be available. Please let me know your pricing structure, availability, and any packages you might have for regular maintenance. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]