

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

Dear [Recipient's Name],

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

The aquarium requires attention due to [briefly explain any issues such as water quality, filtration problems, or general upkeep]. To ensure the health and well-being of the aquatic life, we believe it is essential to conduct a thorough maintenance check and necessary repairs.

We would appreciate it if you could provide your availability for scheduling this service at your earliest convenience. Please let us know any requirements or information you might need from our side to facilitate this process.

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

Sincerely,

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