

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

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request your aquarium maintenance services for my home aquarium located at [Your Address].

The aquarium requires regular cleaning, water changes, and monitoring of water quality to ensure a healthy environment for the fish and plants. I would like to discuss the following specifics:

- Frequency of maintenance visits (weekly, bi-weekly, or monthly)
- Services included in the maintenance package
- Pricing details
- Availability for an initial assessment

Please let me know a convenient time for you to discuss this further or to schedule a visit. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]