

[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],

Subject: Request for Aquarium Maintenance Services

I hope this letter finds you well. I am writing to request maintenance services for my aquarium located at [location of the aquarium]. The aquarium has been experiencing [briefly describe the issues, e.g., water clarity problems, algae growth, or equipment malfunctions], and I would like to have these issues addressed at your earliest convenience.

I would appreciate it if you could provide me with information regarding your availability for a maintenance visit, as well as any associated costs. Additionally, please let me know if there is anything specific you require from my side to facilitate the maintenance process.

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

Sincerely,

[Your Name]

[Your Position, if applicable]