

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Aquarium Maintenance Permit

I am writing to formally request a permit for aquarium maintenance at [Location/Facility Name]. My intention is to ensure the health and sustainability of the aquatic life housed within the facility.

Details of the aquarium are as follows:

- Size of the aquarium: [XX gallons/liters]
- Types of species present: [List of species]
- Maintenance plan: [Brief description of maintenance routine and procedures]

I am committed to following all guidelines and regulations set forth by your agency to ensure a safe and healthy environment for both the aquatic life and the visitors.

Attached to this letter are the necessary documents, including [list any attached documents, e.g., maintenance plan, proof of training, etc.].

I appreciate your prompt attention to this matter and am looking forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Organization Name] (if applicable)