

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to set up an aquarium at [specific location or premise].

The purpose of this aquarium is [briefly describe purpose, e.g., educational, decorative, recreational]. I assure you that it will be maintained in accordance with all safety and health regulations.

I will ensure that all necessary equipment, including filtration and lighting systems, is installed properly, and I will take full responsibility for the care and upkeep of the aquarium.

Please let me know if you require any further information or a meeting to discuss this proposal. I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Position, if applicable]