

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Tzu Grooming Salon Name]
[Salon Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about grooming services for my Tzu, [Pet's Name].

I would like to schedule an appointment for [specific services needed, e.g., bath, haircut, nail trimming] on [preferred date and time].

[Optional: Include any special instructions or information about your pet, such as temperament or any specific grooming preferences.]

Please let me know your availability and any necessary information I should provide prior to the appointment.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]