

# Garden Maintenance Service Request

Date: **[Insert Date]**

Client Name: **[Insert Client Name]**

Client Address: **[Insert Client Address]**

Contact Number: **[Insert Contact Number]**

Dear **[Insert Client Name]**,

Thank you for choosing our garden maintenance services. We appreciate your trust in us to take care of your garden. To ensure we meet your needs, please provide us with the following details:

## **Service Required:**

- Lawn mowing
- Weeding
- Trimming and pruning
- Fertilization
- General clean-up

## **Preferred Schedule:**

**[Insert Preferred Dates and Times]**

## **Additional Instructions:**

**[Insert any special requests or concerns]**

Please return this form at your earliest convenience, and we will confirm your appointment shortly.

Thank you for your attention.

Sincerely,

**[Insert Your Company Name]**

**[Insert Contact Information]**