

# Garden Maintenance Service Request

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to request garden maintenance services for our commercial space located at [Insert Address of Commercial Space]. We have observed that the garden requires professional attention and upkeep to ensure it remains presentable and functional for our clients and staff.

Specifically, we would like to request the following services:

- Lawn mowing and edging
- Weeding and mulching
- Pruning of shrubs and trees
- Seasonal flower planting
- Irrigation system check and maintenance

Please provide us with a quote for the requested services, along with your availability for performing the maintenance work. If you could schedule a site visit to assess our needs, we would appreciate it.

Thank you for your attention to this matter. We look forward to your prompt response and hope to establish a mutually beneficial partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]