

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Property Manager's Name]  
[Property Management Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Property Manager's Name],  
I hope this letter finds you well. I am writing to bring to your attention an issue that has recently arisen in my apartment [Apartment Number/Address] regarding a gnats infestation.

I first noticed the presence of gnats on [Date of First Notice], and their numbers have been increasing since then. The infestation is particularly noticeable in [specific areas, e.g., kitchen, bathroom, etc.] and has caused some concern for hygiene and comfort in my living space.

I kindly request that you take prompt action to address this issue. I would appreciate it if you could arrange for an inspection and necessary pest control measures to eliminate the gnats as soon as possible. Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Apartment Number/Address]