

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Notice of Gnats Issue

I hope this letter finds you well. I am writing to bring to your attention a growing concern regarding the presence of gnats in [specific location or area, e.g., my apartment, the backyard, the community garden].

Over the past few weeks, I have noticed an increase in gnats, which has become quite bothersome and may potentially impact the health and comfort of residents. The presence of these pests can lead to [mention any specific issues caused by the gnats, e.g., annoyance, possible health risks].

I kindly request that appropriate measures be taken to address this issue as soon as possible. I believe that a thorough inspection and treatment plan can help mitigate the problem effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title] (if applicable)
[Additional Contact Information]