

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Company/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reporting a Gnats Problem

I am writing to bring to your attention an issue we are experiencing with gnats in [specific location, e.g., our backyard, local park, etc.].

Despite our attempts to manage the situation, the problem has persisted and is affecting our [mention any specific issues caused, e.g., outdoor enjoyment, health concerns, etc.].

Details of the situation are as follows:

- ****Location:**** [Exact location]
- ****Duration of the problem:**** [Time period you have been experiencing the issue]
- ****Observations:**** [Specific details about the gnat problem, e.g., numbers, behavior, etc.]

We kindly request your assistance in addressing this matter. Thank you for your attention to this ongoing issue.

Sincerely,

[Your Name]
[Your Phone Number]