

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Gnat Removal Services

I hope this letter finds you well. I am writing to request your assistance regarding a gnat infestation that I have been experiencing in my home.

I have noticed an increased presence of gnats in [specific locations in your home, e.g., kitchen, bathroom], which has become quite bothersome. I believe that professional intervention may be necessary to effectively address this issue.

I would appreciate it if you could provide me with information regarding your gnat removal services, including pricing, availability, and any necessary preparations I should make prior to your visit.

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

Sincerely,

[Your Name]