

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my complaint regarding a persistent issue with gnats in my [home, garden, etc.]. Despite my efforts to address this problem, it continues to affect my [comfort, health, etc.]. [Briefly explain the situation, including when you first noticed the issue, any steps you have taken to mitigate it, and the impact it has had on your life or property.]

I kindly request your assistance in resolving this matter as soon as possible. It would be greatly appreciated if you could [propose a solution or action you would like the recipient to take].

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

Sincerely,
[Your Name]