

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

Dear [Recipient's Name],

Subject: Notification Regarding Gnats Issue

I am writing to formally notify you of a gnat infestation that has been observed in [specific location, e.g., my apartment, the office, etc.]. The presence of gnats has been noted since [start date of the issue], and it has increasingly become a concern.

The following details outline the situation:

- Location: [Describe the exact area affected]
- Observed Issue: [Describe the signs of gnat infestation, e.g., numbers, behavior]
- Impact: [Explain any problems caused by the infestation, e.g., health concerns, discomfort]

I kindly request that a thorough inspection and appropriate measures be taken to address this infestation. Please let me know when a solution can be arranged, as it is essential to resolve this matter promptly.

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

Sincerely,
[Your Name]