

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

Dear [Recipient's Name],

I am writing to formally address an issue concerning [briefly state the gnat issue]. Despite my previous attempts to resolve this matter, it has persisted, causing [explain the impact of the issue].

I would appreciate your assistance in addressing this situation promptly.

I believe that [suggest a possible solution or request specific action].

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

Sincerely,  
[Your Name]