

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my concern regarding a gnat infestation in [specify location, e.g., my apartment, specific room]. The issue has persisted since [mention duration, e.g., "the beginning of the month"], and has increasingly become a nuisance.

The presence of gnats has made it difficult to [mention specific impact, e.g., "enjoy my living space," "prepare food," etc.], and I believe it is essential to address this problem promptly. I have taken preliminary steps to manage the situation, including [mention any actions taken, e.g., cleaning surfaces, sealing food, etc.], but the infestation remains.

Therefore, I kindly request an inspection and appropriate measures to resolve this issue as soon as possible. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]