

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Gnat Infestation

I hope this message finds you well. I am writing to inform you about a gnat infestation that has recently been identified in [specific location, e.g., "the kitchen area" or "the garden"].

Details of the Infestation:

- Date of Observation: [Date]
- Location: [Specific Area]
- Severity: [Provide a brief description of the extent of the infestation]

We recommend taking the following actions to address this issue:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Please let us know how you would like to proceed regarding this matter.

If you require any further information, do not hesitate to contact me.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]