

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

Dear [Recipient's Name],

Subject: Addressing Gnat Infestation

I am writing to inform you about a gnat infestation that has recently affected [specific location, e.g., my home, the community garden, etc.]. Despite attempts to manage the situation, it has persisted and requires immediate attention.

The infestation has become [describe the impact, e.g., a nuisance, detrimental to plants, etc.], and I would appreciate your guidance on effective solutions.

Thank you for addressing this matter promptly.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]